

Fall 1962

# 1962-1963 Academic Catalog

Cedarville College

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1962-1963

# Cedarville College

Catalog Number 1962-63





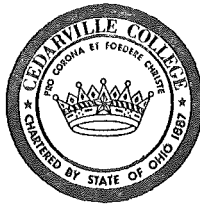
BULLETIN OF

# Cedarville College

A Baptist College of Liberal Arts

CEDARVILLE, OHIO

CATALOG ISSUE



*"For the Word of God and the Testimony  
of Jesus Christ"*

## ANNOUNCEMENTS

for

1962-1963

**Volume 44**

**APRIL, 1962**

**Number 8**

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Published monthly by Cedarville College, Cedarville, Ohio

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Ohio, April 1915; under act of Congress of August 24, 1912.

The College reserves the right to make any alterations for the  
betterment of its program.

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## CALENDAR FOR 1962-1963

Sept. 4-7, Tuesday-Friday, Freshman  
Orientation Days  
 Sept. 10, Monday, Registration for Sophomores,  
Juniors, and Seniors  
 Sept. 11, Tuesday, Registration for Freshmen  
 Sept. 12, Wednesday, Classes Begin  
 Sept. 19, Wednesday, All-School Picnic  
 Sept. 24-28, Monday-Friday, Fall Evangelistic  
Services  
 Oct. 11, Thursday, Day of Prayer  
 Nov. 17, Saturday, Homecoming  
 Nov. 21, Wednesday, 12:00 Noon,  
Thanksgiving Vacation Begins  
 Nov. 26, Monday, 12:00 Noon, Classes Resume  
 Dec. 19, Wednesday, 12:00 Noon,  
Christmas Vacation Begins  
 Jan., 2, Wednesday, 12:00 Noon, Classes Resume  
 Jan. 21-24, Monday-Thursday,  
Final Examinations  
 Jan. 28, Monday, Registration for Sophomores,  
Juniors, and Seniors  
 Jan. 29, Tuesday, Registration for Freshmen  
 Feb. 11-15, Monday-Friday, Bible Lectures  
 Feb. 20, Wednesday, Day of Prayer  
 April 9, Tuesday, 12:00 Noon,  
Spring Vacation Begins  
 April 16, Tuesday, 12:00 Noon, Classes Resume  
 May 23, Thursday, 7:30 P.M. Baccalaureate  
 May 25, Saturday, 10:00 A.M. Commencement  
 May 27-31, Monday-Friday, Final Examinations

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## TRUSTEES

Name	Address
Mr. Charles Barth	Poland, Ohio
Rev. George A. Bates	Decatur, Illinois
Mr. Rudy Bedford	Toledo, Ohio
Mr. George L. Boyd	Bucyrus, Ohio
Rev. William A. Brock	Columbus, Ohio
Mr. Norman B. Chappell	Canoga Park, California
Dr. Jack Cline	Columbus, Ohio
Rev. Alfred Colwell	East Brady, Pennsylvania
Rev. Glenn H. Davis	Columbus, Ohio
Mr. John A. Draxler	Berea, Ohio
Mr. Arthur Dyke	Elyria, Ohio
Mr. Roy Guenin	Fort Wayne, Indiana
Dr. Hugh T. Hall	Elkhart, Indiana
Dr. Frederick E. Milkie	Toledo, Ohio
Mr. George S. Milner, Sr.	Shaker Heights, Ohio
Rev. Kenneth A. Muck	Rochester, Minnesota
Mr. J. Dale Murphy	Waterloo, Iowa
Mr. George F. O'Bryon	Eldora, Iowa
Mr. William Patterson, Sr.	Parma, Ohio
Mr. James G. Richardson	Columbus, Ohio
Rev. Wilbur Rooke	Gary, Indiana
Rev. Gerald Smelser	Cleveland, Ohio
Mr. Eugene B. Smith	Elyria, Ohio
Mr. Charles D. Wallace	Buffalo, New York
Rev. Earl Willetts	Berea, Ohio
Rev. Donald Woodby	Cleveland, Ohio
Rev. Thomas Younger	Fort Wayne, Indiana

## ADMINISTRATION

James Thomas Jeremiah, A.B., D.D. ....	President
Clifford R. Maddox, B.S., M.A., Ph.D.....	Dean of the College
Richard T. McIntosh, A.B., B.D. ....	Dean of Students
George L. Boyd .....	Treasurer

## FACULTY

James T. Jeremiah, 1953		President
Graduate	Baptist Bible Seminary	
A.B.	Central State College	
D.D.	Central State College	
Clifford R. Maddox, 1956		Dean of the College
B.S.	Georgetown College	
M.A.	University of Chicago	
Ph.D.	University of Chicago	
Arthur F. Williams, 1953		Professor of Bible
A.B.	Colgate University	
D.D.	Wheaton College	
Carol L. Barker, 1961*		Ass't. Prof. of Psychology
Th.B.	Baptist Bible Seminary	
A.B.	Bowling Green State University	
M.A.	Bowling Green State University	
Graduate Studies	University of Iowa	
Raymond Bartholomew, 1959		Ass't. Prof. of English
A.B.	Cedarville College	
M.A.	Western Reserve University	
Graduate Studies	Western Reserve University	
Harmon Bergen, 1958		Instructor in Foreign Language
Graduate	American Seminary of the Bible	
A.B.	Wheaton College	
Graduate Studies	Ohio State University	
John Brumbaugh, 1959*		Instructor in Biological Science
A.B.	Cedarville College	
Graduate Studies	Iowa State College	
Donald Callan, 1960		Ass't Prof. of Physical Education
B.S.	Taylor University	
M.S.	Ball State Teachers College	
Alberta L. Chaffe, 1960		Librarian
		Instructor in Library Science
A.B.	Cedarville College	
Graduate Studies	Indiana University	
Richard A. Cooke, 1958*		Assistant Professor of Music
B.S.	Hofstra College	
M.S.	Hofstra College	
Graduate Studies	Indiana University	



- Austin Elmore, 1961**  
 A.B.  
 Graduate Studies  
 Instructor in Biological Science  
 Wabash College  
 Indiana University
- Jean Fisher, 1956**  
 B.R.E.  
 M.A.  
 Instructor in Christian Education  
 Baptist Bible Seminary  
 Wheaton College
- L. Bert Frye, 1961**  
 B.S.  
 B.D.  
 Graduate Studies  
 Instructor in Physical Science  
 University of Missouri  
 Grand Rapids Baptist Theological Seminary  
 University of California  
 Michigan State University
- Ralph B. Gale, 1961**  
 Th.B.  
 M.A.  
 Graduate Studies  
 Assistant Professor of History  
 Northern Baptist Theological Seminary  
 Loyola University  
 Loyola University
- Robert Gromacki, 1960**  
 Th.B.  
 Th.M.  
 Assistant Professor of Bible  
 Baptist Bible Seminary  
 Dallas Theological Seminary
- Ruth M. Kantzer, 1956**  
 A.B.  
 M.A.  
 Assistant Professor in English  
 Ashland College  
 University of Wisconsin
- George Lawlor, 1959**  
 A.B.  
 B.D.  
 Th.M.  
 Graduate Studies  
 Assistant Professor of Bible  
 Burton College  
 Grace Theological Seminary  
 Grace Theological Seminary  
 Grace Theological Seminary
- Cleveland McDonald, 1957**  
 Graduate  
 A.B.  
 M.Litt.  
 Graduate Studies  
 Assist. Professor of Social Science  
 Moody Bible Institute  
 James Millikin University  
 University of Pittsburgh  
 Ohio State University
- Richard McIntosh, 1960**  
 B.D.  
 A.B.  
 Th.M.  
 Dean of Students  
 Assistant Professor of Bible  
 Bryan College  
 Grace Theological Seminary  
 Grace Theological Seminary
- Miriam B. Maddox, 1959**  
 A.B.  
 Graduate  
 Graduate Studies  
 Instructor in Speech  
 John Fletcher College  
 Moody Bible Institute  
 Northwestern University  
 Columbia University

- |                                 |   |
|---------------------------------|---|
| <b>John W. Reed, 1961</b>       | <b>Assistant Professor in Speech</b>                      |
| A.B.                            | Byran College   |
| B.D.                            | Grace Theological Seminary                                |
| M.A.                            | Bowling Green State University                            |
| Graduate Studies                | Ohio State University                                     |
| <b>J. Emerson Russell, 1961</b> | <b>Assistant Professor of Art</b>                         |
| M.A.                            | Asbury College  |
| B.D.                            | Asbury Theological Seminary                               |
| M.A.                            | Ohio State University                                     |
| <b>Kenneth St. Clair, 1959</b>  | <b>Instructor in Business Administration</b>              |
| B.S.                            | University of Illinois                                    |
| Graduate Studies                | University of Illinois                                    |
| <b>Ruth E. Smith, 1961</b>      | <b>Assistant Professor of Music</b>                       |
| B.Mus.                          | John Brown University                                     |
| M.Mus.                          | College Conservatory of Music<br>of Cincinnati            |
| <b>Dale Thomson, 1957</b>       | <b>Instructor in Biology</b>                              |
| A.B.                            | Cedarville College  |
| Graduate Studies                | Ohio State University                                     |
| <b>William Thornton, 1960</b>   | <b>Assistant Professor of Music</b>                       |
| B.S.                            | University of Dayton                                      |
| M.S.                            | Ohio State University                                     |
| <b>Bruce F. Turnbull, 1955</b>  | <b>Assistant Professor of<br/>Physical Science</b>        |
| B.S.                            | Case Institute of Technology                              |
| B.D.                            | Faith Theological Seminary                                |
| M.S.                            | Western Reserve University                                |
| Graduate Studies                | Western Reserve University                                |
| <b>Warren L. Webber, 1956</b>   | <b>Assistant Professor of Music</b>                       |
| A.B.                            | Central College   |
| B.M.E.                          | Central College   |
| M.M.E.                          | Drake University  |
| Graduate Studies                | Ohio State University                                     |
| <b>Rodney E. Wyse, 1961</b>     | <b>Assistant Professor of<br/>Business Administration</b> |
| A.B.                            | Wheaton College   |
| M.B.A.                          | University of Arizona                                     |
| *On leave of absence            |   |

## STAFF

Mrs. Harmon Bergen .....	Book Store and Snack Shop Assistant
Mrs. Austin Elmore .....	Library Assistant
Mrs. Ralph Gale .....	Book Store and Snack Shop Assistant
Miss Jeane Hartsell .....	Secretary to Dean of Students
Miss Marjory Hes .....	Cashier
Mrs. Charles Marshall .....	Bookkeeper
Mr. Gerald Marshall .....	Maintenance Department
Miss Bernice Mick.....	Manager of Book Store and Snack Shop
Mr. Lloyd Miller .....	Business Manager
Mrs. Esther Ruder .....	Library Assistant
Mrs. Kenneth St. Clair .....	Library Assistant
Mrs. J. N. Shirley .....	Supervisor in Kitchen
Miss Margaret Spaulding .....	Secretary to President
Mr. Charles Tarter .....	Maintenance Department
Mrs. Charles Tarter .....	Food Service Manager
Miss Evelyn Thoms, R.N. ....	School Nurse
Mrs. William Thornton .....	Library Assistant
Mrs. Ruth Underwood, A.B.....	Supervisor Girls' Dormitory
Miss Geraldine White .....	Secretary to the Registrar and Alumni Secretary
Miss Beverly Woods .....	Secretary to Dean of the College

# General Information

## PURPOSE

The purpose of Cedarville College, a Baptist college of arts and sciences, is to offer its students an education consistent the following objectives in the areas of both general and specialized education.

To achieve this purpose the college seeks to accomplish the following objectives in the areas of both general and specialized education.

1. To cultivate and develop in each student Christian character through the attainment of sound knowledge and genuine wisdom.
2. To establish the student in the fundamentals of the Christian Faith, to lead him into a continuing, progressive experience of spiritual victory and to a practical expression of the Christian life in ethical behavior by the enabling of the Holy Spirit.
3. To help him accept his responsibility of leading others to Christ and into faithful Christian service in a local church where Biblical truth is intelligently propagated.
4. To give the student experiences which will enable him to solve problem situations through the skillful discovery, formulation, evaluation, and application of facts, concepts and principles in the light of Scriptural truths and precepts.
5. To familiarize the student with various fields of knowledge demanding competency in a few and proficiency in at least one, and to assist in the choice and preparation for a given profession or vocation.
6. To develop the understandings, attitudes, and habits necessary for him to participate constructively in the social and civic life of the community, the state, and the nation.
7. To develop within the student a desire for healthful living and mutual cooperation through instruction and participation in wholesome physical activities.

Since Cedarville College is the only college of arts and

sciences officially approved by the General Association of Regular Baptist Churches, its students are drawn primarily from Regular Baptist Churches in many parts of the United States. However, the college includes eligible young people from other churches in its student body.

## **DOCTRINAL STATEMENT**

All officers and members of the faculty and board of trustees are required to sign the following Doctrinal Statement.

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and life.

2. We believe in one God, omnipotent, omniscient, and omnipresent, manifesting Himself in three Persons — Father, Son and Holy Spirit — one in nature, attributes, power and glory.

3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and that He is true God and true man.

4. We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and rose again for our justification; and that all who believe in Him are justified on the ground of His shed blood and are saved by grace through faith wholly apart from human merit and works.

6. We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the word of God and thereby become the children of God, possessing eternal divine life.

7. We believe that the Holy Spirit is a Divine Person —

the Administrator of the Godhead—convicting of sin, revealing Christ, teaching truth, restraining evil, energizing believers in prayer, worship, and service, and is ever present in the believer as Comforter and Helper.

8. We believe in the resurrection of the crucified body of our Lord, His ascension into heaven. His present life there as our High Priest and Advocate, and His personal, bodily, visible, premillennial return to establish His kingdom on earth and to reign as the only Potentate, the King of kings and the Lord of lords.

9. We believe that at any moment the rapture of the saved may occur, when “the Lord shall descend from heaven” to catch up His people to meet Him in the air, and “so shall we ever be with the Lord.”

10. We believe in the bodily resurrection of all the dead—the saved to a life of eternal glory and bliss in heaven with God; the unsaved to eternal judgment of conscious suffering and woe in the lake of fire.

11. We believe in separation from all worldly practices and in whole-hearted devotion to the cause of Christ as the only scriptural basis for a happy and useful Christian life. For this reason we oppose all indulgences in intoxicating liquors, in dancing, card playing, the narcotic use of tobacco in any form, theatre going, membership in secret societies, and all similar practices which detract from a spiritual life.

12. We believe that it is the privilege and responsibility of every believer to be a personal soul-winner and to do his utmost to give the Gospel of Christ to the whole world.

13. We believe that the true, universal Church includes all believers in Christ during this present dispensation and is the body and bride of Christ of which He is the Head. We believe that the local church is a congregation of immersed believers, associated by covenant, observing the ordinances of Christ, exercising the gifts, privileges, and responsibilities given in the New Testament, and following a democratic and congregational type of government.

14. We believe that there are two church ordinances:

Baptism and the Lord's Supper. Baptism is the immersion of a believer in water to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, and our death to sin and resurrection to a new life, and that it is prerequisite to local church relation. The Lord's Supper is a memorial service commemorating His death until He comes, and should be preceded by believer's baptism and solemn self-examination.

## RECOGNITION

By its charter, issued under the laws of the State of Ohio, January 12, 1887, Cedarville College is recognized as a degree granting institution.

Cedarville College has been approved by the Veteran's Administration for education of veterans under the provision of Public Laws 550, and 634.

The college is currently engaged in preliminary steps toward membership in the North Central Association of Secondary Schools and Colleges.

The following quote is from the current edition of "Credit Given by Educational Institutions" published by the American Association of Collegiate Registrars and Admissions Officers: "Transcript of record accepted for admission on a provisional basis—to be validated by satisfactory work in residence." This edition further states that our students can transfer up to and including four years of work, and our graduates are accepted into graduate school.

## LOCATION

Cedarville College is located in a rural community but possesses the advantage of being within easy driving distance from several cities of central and southwestern Ohio. The village, Cedarville, Ohio, wherein the college is located, is situated in Greene County and lies about 46 miles southwest of Columbus, 60 miles northeast of Cincinnati, 26 miles from Dayton, 11 miles south of Springfield, and 8 miles from Xenia. Buses which travel on U.S. 42 between Cincinnati and Columbus pass through our town.

## HISTORY

Cedarville College was originally conceived and founded by The Reformed Presbyterian Church. In 1887 that group obtained a charter from the State of Ohio for the college. The first session opened on September 9, 1894; in that year thirty six students were enrolled, and classes were conducted in a rented house, formerly owned by the Reverend Hugh Mac-Millan, who had conducted an academy there in the middle years of the 19th century. Among the faculty members that first year was W. R. McChesney, later the president of the college. In another year the first college building, "Old Main," had been completed, and from 1895 on classes have been conducted there.

In 1928 the General Synod of The Reformed Presbyterian Church unanimously voted to transfer "all control, ownership, title, and vested property rights of the Cedarville College" to the Board of Trustees of the College, "and their successors forever."

On April 4, 1953, the Trustees of the Baptist Bible Institute of Cleveland met with the Trustees of Cedarville College. By a process of resignations and elections, the ownership and control of Cedarville College passed completely into the hands of the Trustees of Baptist Bible Institute with the vision and purpose of having a distinctively Baptist liberal arts college. In the fall of 1954 the Trustees of Cedarville College met and voted to discontinue the Bible Institute program and to concentrate on the work of a liberal arts college.

## FACILITIES

### College Hall

"Old Main," built in 1895, is the original college building. It has the spaciousness of a bygone day when building costs were lower, but it has been modernized and rewired; fluorescent lighting has been installed. On its first floor are the administrative offices; on the second floor are classrooms; on the third floor are the audio-visual room and faculty offices. The basement houses the postoffice mailing and printing departments.



## **Science Hall**

Erected in 1922, Science Hall contains facilities for the physical and biological sciences. It is equipped with laboratories, classrooms, and a darkroom. This building also temporarily houses the business administration department.

## **George S. Milner Chapel**

This building was constructed by student labor in the summer and fall of 1954 and was dedicated to Mr. George S. Milner, Chairman of the Board of Trustees, who gave generously for its erection. The Chapel was enlarged in 1959 to provide increased seating capacity and music facilities. The Chapel will seat about 400 people and is used for all devotional and spiritual exercises of the student body.

## **Housing for Students**

The college maintains dormitories for both men and women. Rooms are furnished with beds, study tables, dressers, and closet space. Students are required to furnish their own bed linen, blankets, bedspreads, towels, pillows, etc. All students are expected to care for their own rooms, and to keep them presentable for inspection by the dormitory counselor, the dormitory supervisor, or the Dean of Students.

College dormitories include Rife Hall, Cedar Hall Harri-man Hall, and the Bookstore Dormitory for men; and Faith Hall, Sticka House, and a new dormitory for women. Coin operated laundry machines are available in the community.

Married students must provide their own living quarters. The college renders all possible assistance in enabling such students to find suitable housing. A trailer court is maintained by the college, and space may be rented at the rate of \$10.00 per month. This includes water, but electricity and garbage removal are additional.

## **Alford Memorial Gymnasium**

This structure, erected in 1853, was presented to the college by Mr. W. J. Alford in memory of his father and mother. It is the oldest building on the campus, having served originally

as the assembly hall of the Reformed Presbyterian Church of Cedarville. When the latter's congregation moved into their new building, the old church was remodeled, enlarged, and converted into a gymnasium by the laying of a basketball floor and the provision of wide tiers of bleacher space on each side. Locker rooms, an equipment room, and an office for the director of physical education complete the facilities.

### **Dining Hall**

Remodeled in 1959 to provide increased dining and kitchen facilities, the dining hall is a separate building on campus. All meals are served cafeteria style.

### **Library**

The library building, erected in 1907, was the gift of the late Andrew Carnegie. Permanently shelved in the Cedarville Library are about 17,000 volumes, 239 periodicals, and reference works. By an arrangement with the Greene County Library System, the faculty and students also have access to about 100,000 books which are in Xenia and branch libraries. These books will be sent to Cedarville on request.

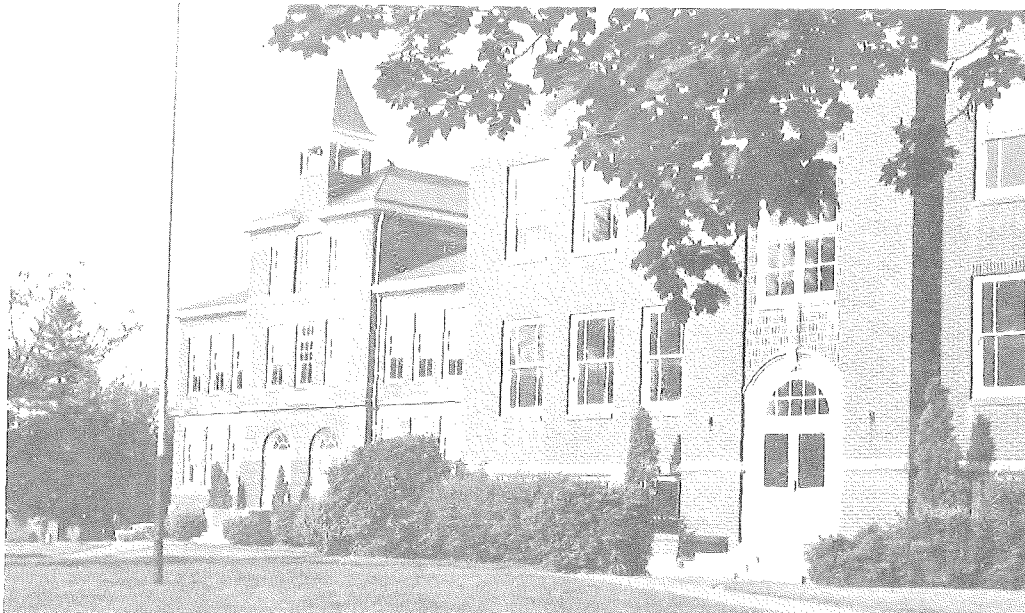
### **Student Center**

Provision for social and recreational needs of the students are provided on the main floor of the new dormitory. Housed here are the snack shop, bookstore and lounge.

## **STANDARDS OF CONDUCT**

Before any student is enrolled at Cedarville College, he must sign a statement signifying his willingness to abide by the rules and regulations of the school. Students who do not cooperate in maintaining the standards of conduct established by the school may be requested to withdraw at any time. This applies to conduct while at school and also at home or off the campus.

Certain types of conduct are positively forbidden. Among these are the use of tobacco in any form, alcoholic beverages, the use of cards which are employed in gambling, dancing, at-

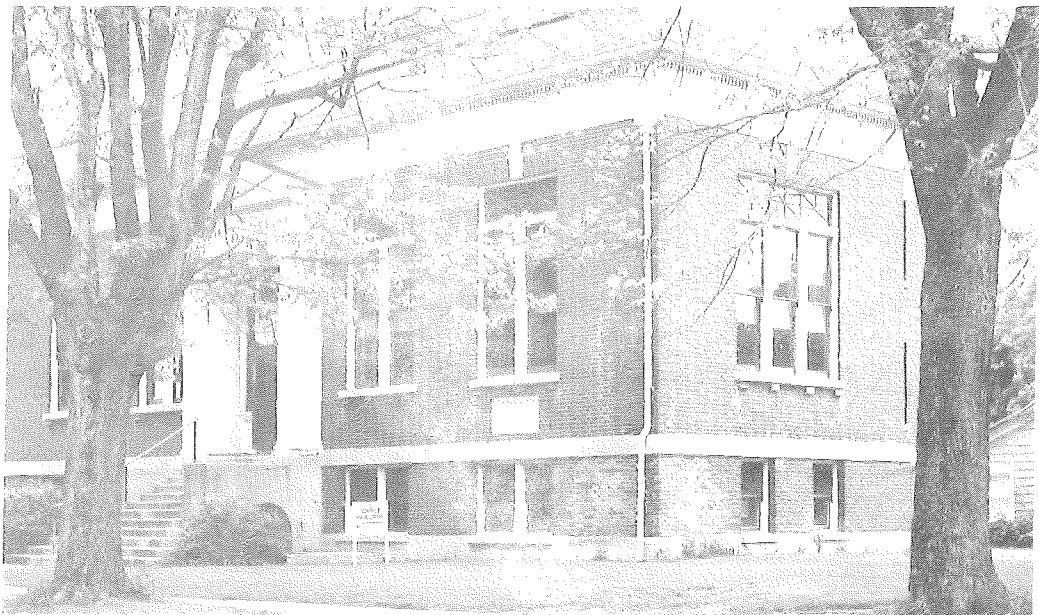


**College Hall**

"Old Main," built in 1895, is the original college building. It has the spaciousness of a bygone day when building costs were lower, but it has been modernized and rewired; fluorescent lighting has been installed. On its first floor are the administrative offices; on the second floor are classrooms; on the third floor are the audio-visual room and the office of the yearbook staff. The basement houses the postoffice mailing and printing departments.

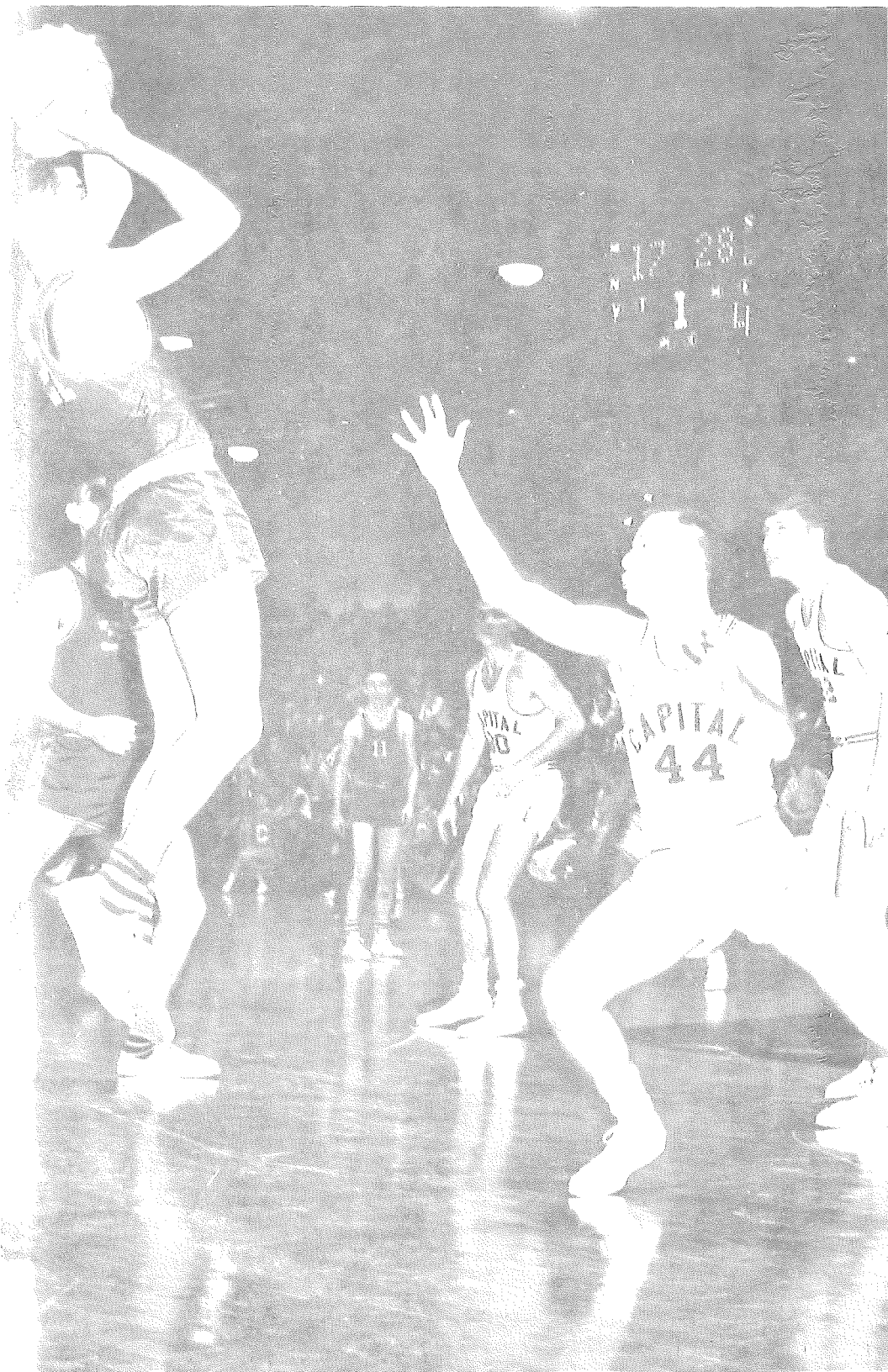
**Science Hall**

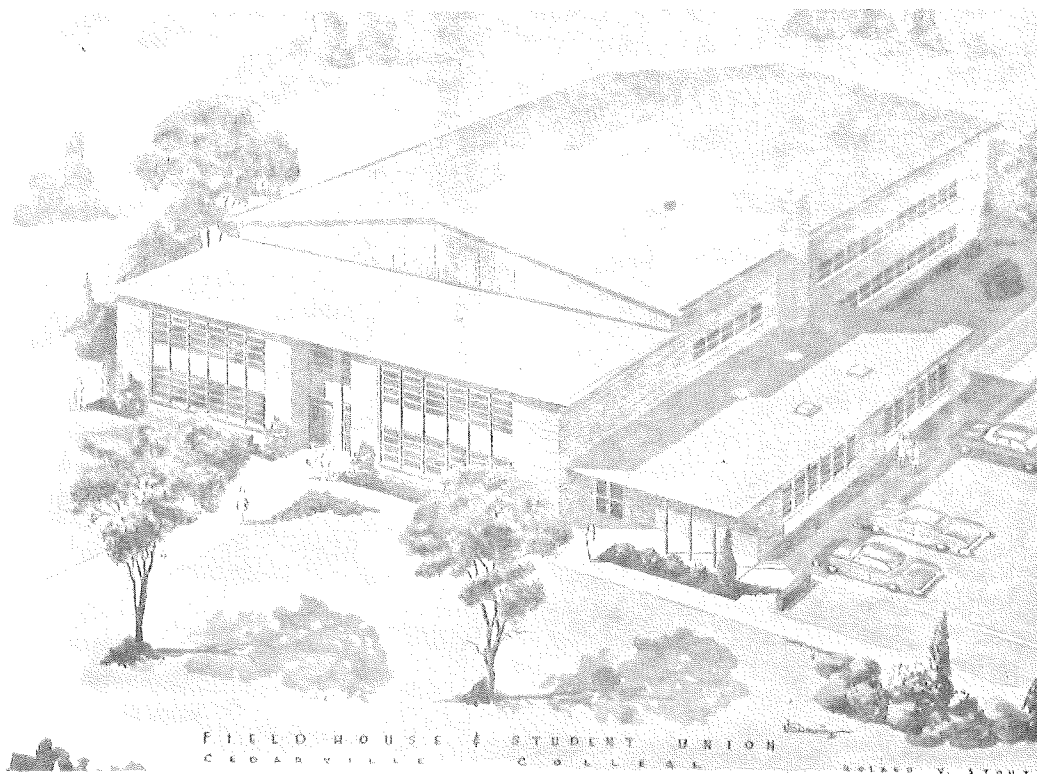
Erected in 1922, Science Hall contains facilities for physical and biological sciences. It is equipped with laboratories, a lecture-room, classroom, and a darkroom. It contains a large collection of chemical, biological, and physical materials, together with microscopic apparatus, charts, maps, and equipment for the maintenance of living plants and animals.



**Library**

The library building, erected in 1907, was the gift of the late Andrew Carnegie. Permanently shelved in the Cedarville Library are about 20,000 volumes, 239 periodicals, and reference works. By an arrangement with the Greene County Library System, the faculty and students also have access to about 100,000 books which are in Xenia and branch libraries. These





## **STUDENT ACTIVITIES**

### **Chapel**

The students and faculty meet together each day for worship and fellowship in a chapel service. Every student is required to attend. Students are permitted five absences without excuse. Faculty members, visiting pastors, educators, evangelists, and missionaries serve as speakers for these programs. Praise, prayer, worship and practical Christian work and service are stressed during these daily chapel services.

### **Christian Service**

Personal soul-winning, tract distribution, house-to-house visitation, Sunday School classes, Bible Clubs, gospel teams, and services in churches, hospitals, missions, and jails provide practical experience in Christian service. Gospel teams have been used of God to bring salvation and edification to many souls. A faculty member appointed by the Administrative Committee is in charge of the department of Christian service. A weekly report is required of each student and permanent record of his service is kept.

### **Devotional**

In addition to private devotions and weekly dormitory prayer meetings, half-hour mission prayer meetings are conducted each morning before the beginning of classes. One day is designated each semester as a day of prayer. A week of evangelistic meetings are held early in the fall semester and a week-long Bible conference is held in the spring. Attendance at these services is required.

### **Dramatics**

Each year the students, under the direction of a member of the speech department, present major play productions. These are an important part of the College's program of personality and cultural development. Those who participate in these productions earn points toward and become eligible for election to the school's thespian society, Sock 'N' Buskin. This organization seeks to promote interest in dramatics among the student body and sponsors several social events during the year.

## **Freshman Week**

In order to give Freshmen an opportunity to adjust themselves to their new surroundings, the college sets aside a period at the beginning of the fall semester for the reception and registration of Freshmen. During these days the Freshmen become acquainted with the campus and the facilities provided for their instruction and welfare. Selected upper classmen and members of the faculty greet the new students and assist them in adapting to student life.

During this period, placement tests in English, a test of mental maturity, The College Qualification Test, a reading test and a test in listening, are given to all entering Freshmen. These tests must be taken before a student can fully complete registration.

## **Intercollegiate and Intramural Sports**

Cedarville College maintains intercollegiate athletic competition in basketball, baseball, track, tennis, and golf. Cedarville is a member of the Mid-Ohio Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics. A student must carry at least 12 semester hours and stay off academic probation in order to participate in intercollegiate athletics.

A student-sponsored organization known as the Pep Club seeks to promote school spirit and enthusiasm at athletic contests.

The physical education department supervises a program of intramural sports each year, including basketball, volley ball, badminton, table tennis, softball, and soccer.

## **Literary Societies**

Cedarville College offers two literary societies for women, Gamma Chi and Kappa Delta Chi, and one, Alpha Chi, for men. They have as their primary purpose the cultivation of Christian personality and leadership. Their program stimulate originality and growth along literary, musical, artistic, and humorous lines, and the development of poise and ease at both formal and informal events. The secondary purpose of the literary societies is entertainment.

### **Missions Fellowship**

The Fellowship for World Missions, composed of all students interested in either foreign or home missions, meets at regular intervals for discussion and presentation of the needs of various fields and for intercessory prayer in their behalf. The group occasionally sponsors speakers in chapel. An annual missionary conference is held each spring in cooperation with local churches.

### **Musical Organizations**

There are many activities for the students with musical talents. Opportunities are given to take part in school programs and on gospel teams. Excellent training and experience for students are offered through the Chapel Choir, the College Choir, the Chamber Band, and vocal and instrumental ensembles. A pep band performs at athletic contests.

Modern Music Masters is composed of those students who have served their school, church, and community through music. These are chosen for membership in this National Music Honor Society on the basis of scholarship, character, cooperation, leadership, and service.

### **Science Club**

Pi Delta, meaning "prove all things," is an organization for students of Cedarville College who exhibit interest in scientific pursuits. The purpose of this club is to stimulate and provide opportunity for promotion of scientific investigation and its relation to Scriptural truths.

### **Varsity "C" Club**

This organization is composed of men who have earned varsity letters in intercollegiate sports. Their purpose is to foster a wholesome Christian attitude toward athletics at Cedarville College. They are engaged in various fund-raising projects, the revenue from which is used to purchase equipment for the athletic department.

### **Social and Cultural Activities**

A variety of social events under the direction of the Social Committee provide wholesome fellowship for the students.



Two semi-formal dinners, all-school parties, film programs, and various types of concerts and cultural programs are provided for students.

### **Student Council**

The Student Council is the representative assembly of the student body. Its officers are elected annually by the student body. Personnel of the council, in addition to its officers, includes two representatives from each class, one representative from each official campus organization, and a faculty adviser. The purpose of the Student Council is to assist in providing a well-rounded program of extracurricular activities which will help to develop the physical, mental, social, and spiritual life of the students, to inspire loyalty to the school and the principles for which it stands, to promote an efficient and harmonious school life, and to recommend to the proper authorities any action which it deems wise for the welfare of the student as an individual or for the student body as a whole. Election to the Student Council is one of the highest honors which can be achieved by a college student. The Student Council is responsible for the supervision of the student body project and sponsors an occasional chapel period.

### **Student Pastors' Fellowship**

Composed primarily of upper classmen who anticipate entering the ministry, this group meets weekly with a guest speaker or for group discussion to consider some of the possibilities and problems which face the present day pastor.

### **Student Publications**

A Bi-weekly paper, the **Whispering Cedars**, is published by and for the students. Those students who have had English Language 101 or have a second-semester Freshman standing are eligible to work on the staff. In alternate years the paper is handled as a project of the Advanced Writing class. The Junior class has the responsibility of editing, publishing, and distributing **The Miracle**, which is the school yearbook and is published annually for the benefit of the College. Students from other classes may also make applications for service on **The Miracle** staff.

# Financial Information

## TUITION

One semester, not exceeding 16 hours .....	\$235.00
Each semester hour in excess of 16 hours.....	18.50
Each semester hour less than 10 hours.....	18.50

(One-half hour applied music ensemble credit is not to be included when figuring the hours for the above charges.)

## FEES

Application Fee .....	10.00
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The application fee of \$10.00 should be mailed in with the application for admission. This fee is not refunded if the student does not matriculate.

A fee of \$1.00 per day will be assessed against each student for each day that the student is late in registering.

Matriculation Fee .....	10.00
General Fee .....	25.00

The general fee of \$25.00 per semester covers the following services: library, the school newspaper and yearbook, medical care (not including hospitalization or care of prolonged illness), admission to college-sponsored athletic events, and other school social activities.

Students carrying less than 10 hours pay .....	12.50
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Students who pay \$12.50 are entitled to all the services with the exception of the yearbook, athletic and social events.

Students carrying less than 3 hours pay no general fee.

Graduation Fee (charged last semester of Senior year) ....	10.00
Room Reservation Fee .....	10.00

A room reservation fee of \$10.00 is required of all students who wish to reserve a room in the college housing facilities for the fall semester. This fee is applied to the student's room rent at the beginning of the semester, but is not refunded if the student fails to matriculate.

#### Music Fees:

Practice room fees for voice, piano, organ, and instrumental students per credit hour of course work:

1 hour .....	8.00
2 hours .....	15.00
3 hours .....	20.00
Ensemble Fee .....	7.50

This fee entitles a student to participate in one or more ensembles as selected by the Music Department.

#### Science Fees:

Advanced Sciences .....	15.00
Beginning Sciences .....	10.00
Breakage Deposit (Refunded if not used) .....	7.50

### LIVING EXPENSES

Board (per semester) (All-school banquets are not included) .....	\$180.00
Room (depending on the nature of the accommodations) .....	72.00 - 108.00
Key Deposit .....	1.00

### TEXTBOOKS

Textbooks and supplies (estimate per semester).....\$40.00

#### Payment of Tuition and Fees

At the beginning of each semester the student who takes ten or more hours must pay all fees plus \$100.00 toward tuition. The balance must be paid before he can take final examinations. Students taking less than ten hours must pay all fees and tuition at the beginning of each semester.

Room and board payments are to be paid at least monthly and in advance. Failure to meet the monthly payments will exclude student from classes and meals until the bill is paid.

### **Deferred Payment**

After the first 10 days there will be a charge of \$1.00 for the first 30 days; \$3.00 for 60 days; and a maximum charge of \$5.00 for 90 days or more.

### **Withdrawal Refund**

In case a student withdraws from the college before the end of the semester, refunds may be granted three days after application for refund has been filed with the Business Office. Applications may be submitted any time after the opening of a given semester, but processing of such applications will not begin until two weeks of the semester have elapsed. Refunds are granted on the following basis:

Two weeks or less .....	80%
Two-three weeks .....	60%
Three-four weeks .....	40%
Four-five weeks .....	20%
Over five weeks .....	No Refund

Board and room refunded on a pro rata basis. No refund on any fees is allowed.

### **Veterans**

A certificate of eligibility from the Veterans Administration will be accepted as financial security for tuition and fees only.

In the event a veteran enrolled in school under the G. I. Bill drops out before the end of the semester the following refund policy will apply: The amount billed to the student for tuition, fees, and other charges will be pro-rated to him with respect to the length of the completed portion of his course at the time of withdrawal with the period of the total length of that semester in which he had begun.

### **STUDENT AID**

A Student Aid Fund, administered by a faculty committee, has been established to assist worthy students who are in need

at various times. This is not a scholarship fund nor a means of paying regular student accounts, but it is a loan fund to assist the student that is faced with a financial emergency.

### **SCHOLARSHIPS**

Twelve academic scholarships are available to students who have demonstrated academic ability and a definite financial need. These are for half tuition and provide the opportunity of sufficient employment by the college to cover the cost of room and board.

These scholarships are awarded on a semester basis with a minimum of a 3.00 academic average required for renewal. Christian character, service, and cooperation are also considered in awarding these scholarships. Application blanks are available in the registrar's office.

Athletic scholarships are awarded to qualified athletes.

### **STUDENT EMPLOYMENT**

Although not able to guarantee employment, the school seeks to assist needy students in securing part-time employment to help them meet necessary school expenses. Students who are obliged to work more than 24 hours a week are not advised to carry a full course of studies.

### **STUDENT HOSPITALIZATION**

All students are required to carry accident and sickness insurance through the College unless they have insurance coverage with their parents or at their place of employment. If they have some other insurance coverage, they must sign a waiver agreement at registration time. The fee for this service is \$20.50 per year for single students and \$70.00 for married students on the family plan. This is twelve-month coverage and provides coverage for the student any place in the United States.

Cedarville College reserves the right to alter its charges at any time without advance notice.

# Curricular Information

## ENTRANCE REQUIREMENTS

### Admission Policy

The Admission Committee carefully considers all the points which demonstrate the applicant's ability to succeed at Cedarville College.

The Committee bases its choice on the following evidence:

1) The applicant's spiritual life as indicated by his personal testimony and a pastor's testimony concerning him; 2) his academic record and rank in his class as shown by his official transcript; and 3) his scholastic aptitudes as shown by available standardized test scores.

Increasingly the College is depending on scores received on the American College Test as an admission criterion. Every prospective student is therefore required to take the test. Information regarding the taking of this test may be secured from his high school counselor or the College admission office.

### Procedure of Applying for Admission

1. Write to the Registrar, Cedarville College, for application blanks.

2. Complete and return the application for admission at the earliest opportunity.

3. Request a record of credits and grades from the high school or college attended. The transcript should be mailed to the Registrar by the high school principal.

4. An applicant may be requested to come to Cedarville for an interview. All prospective students and their parents are welcome to visit the school.

### High School Credit

The applicant should be a high school graduate with a total of fifteen required units, seven of which must be

English .....	3 units	History .....	1 unit
Mathematics .....	2 units	Science .....	1 unit

Eight additional units are required.

## **Admission of Transfer Students**

Students who wish to transfer to Cedarville should submit a transcript of all their credits to the registrar for evaluation of credits and determination of status.

## **Admission of Veterans**

Cedarville College has been approved by the Veterans Administration for the education of veterans under the provision of Public Laws 550 and 634.

Admission requirements are the same for veterans as for non-veterans. To register and receive the benefits of the G. I. Bill and Rehabilitation Act, the veteran must present a certificate of eligibility obtained through his local veterans' administration officer.

A veteran transferring to Cedarville College must furnish a Supplementary Certificate of Eligibility.

## **Registration**

The official dates of registration for each session are listed in the school calendar. Pre-registration periods may be designated for students in residence.

Registration consists of the following procedures:

1. **ARRANGEMENT OF SCHEDULE.** Although each student has a faculty advisor to help with scheduling, the student is entirely responsible for his course of study.
2. **APPROVAL OF SCHEDULE.** Each student must have his schedule approved by his faculty advisor.
3. **PAYMENT OF FEES.** The registration card must be approved by the business office before registration is considered complete.

## **GENERAL REGULATIONS**

### **Sessions and Credits**

The regular school year consists of two semesters of eighteen weeks each, extending from September to June. Credits are earned in terms of semester hours. A semester credit hour is one fifty-minute period a week for one semester. As an illus-

tration: a student completing the work required in fifteen such periods a week for one semester receives credit for fifteen semester hours. Exceptions to this are laboratory sessions, applied music, and physical education.

### **Classification of Students**

- Freshmen:** At least 15 acceptable units of high school credit or its equivalency.
- Sophomore:** Minimum of 26 hours first semester; minimum of 39 hours second semester.
- Junior:** Minimum of 54 hours first semester; minimum of 70 hours second semester.
- Senior:** Minimum of 86 semester hours first semester; enough hours with appropriate grade points second semester to assure fulfilling all the requirements for graduation the following June.
- Special:** A limited number of students who are not desirous of pursuing a regular course of study are permitted to take selected subjects.

### **Course Numbers**

The course numbers may be of help to the student in selecting courses of the appropriate level. The following system is used:

1. The first digit indicates the year in which the course is normally taken. Freshmen normally take 100 courses; Sophomores, 200 or 100 courses; Juniors, 300 or 200 courses, and Seniors, 400 or 300 courses. Courses beyond the student's classification may be taken only upon the consent of the instructor and the Registrar.
2. The second digit indicates the department.
3. The third digit indicates the semester. A zero indicates that the course may be offered either semester; odd numbers indicate first semester courses; and even numbers indicate second semester courses.

The college reserves the right to offer or withhold any of its listed courses. Courses with hyphenated numbers must be attended both semesters to obtain credit; while those separated by a comma may be taken either semester for credit.



In all cases the student should read the course description to find out whether he has the necessary prerequisite courses.

The symbols following the course title indicate how often the course is to be offered. One asterisk (\*) means that the course is offered every year; two (\*\*) means every other year; three (\*\*\*), every third year. The dates which follow in parentheses indicate the first year the course is offered in its sequence. A dagger (†) means that the course is offered only on sufficient demand.

Example:

**331-332 ORGANIC CHEMISTRY\*\***

**('62-'63)**

**Prerequisite: Chemistry 132**

A detailed study of the general principles. Aliphatics, aromatics, natural products, etc. Emphasis is placed on mechanisms. Three lectures, one lab per week.

#### **Four credit hours each semester**

This course is a junior level course in the department of chemistry offered for the full year (two semesters), both semesters being required for credit. The title of the course is 'Organic Chemistry' and the two asterisks point out that it will be offered every other year beginning in the 1960-1961 school year. The specific prerequisite is 'General Chemistry.' Next is the course description, followed by the number of credit hours for each semester—in this case, four credit hours.

#### **Limitation of Credit Hours**

The normal college load is 16 semester hours. Additional hours can be taken by permission of the academic dean. Students on academic probation are limited to from 12 to 14 hours.

#### **Changes in Schedule**

Changes in schedule are permitted before the end of the second week of classes. The student who wishes to drop one course and add another is required to present to the Registrar a statement of permission signed by the advisor and the instructor of the class he is entering. The student is required to make up any work he has missed due to late entrance.

#### **Class Attendance**

Regular attendance in classes is necessary for the student to receive the full benefit of his college experience.

The Student Council and administration have set the following regulations to govern attendance.

In general, students are permitted to be absent from a class without excuse the number of times that the class meets each week. For example, a student may be absent from a three-hour-course three times. However, each absence from a class on the day before or after a school holiday or vacation is counted as two absences. Being tardy for class three times constitutes one absence. Individual instructors will prescribe the effect of excessive absences on the grade earned in the course.

A student who is unable to attend classes because of illness is excused upon presentation of a written statement from the school nurse. Students who find it necessary to be absent because of emergencies at home should notify the Dean of Students in order to be excused.

After each absence, excused or unexcused, the student is required to make up the work he has missed. It is the responsibility of the student to find out from his instructor how he can make up the work. It is also his responsibility to prepare for the class meeting that follows his absence.

### **Physical Education**

Physical Education is required of all students unless a student is specifically excused by the faculty or on recommendation of a physician. Activities in these classes are confined to calisthenics, group games, relays and related work.

Ample facilities have been provided for athletics, including indoor and outdoor sports for both men and women. Alford Memorial Gymnasium houses the indoor sports. The college field contains a regular gridiron around which a quarter-mile track is proposed. An excellent baseball diamond provides ample playing area for this popular spring sport.

### **The Grading System**

Students are graded according to their scholarship by the use of the following symbols: A, excellent; B, good; C, fair; D, passing with work inferior to the average; I, incomplete; and F, denoting failure and no credit.

### **USE OF GRADES FOR GUIDANCE**

Grades are issued at the end of nine weeks and at the end

of the semester. The purpose of the nine week marks is to indicate to the student the courses in which he needs to improve the quality or quantity of his work. This information should help him to raise low grades before the semester ends and they become final.

The grades received in courses are also useful to indicate to the student the fields for which he has the greatest aptitude. A student with low grades in a major or minor field is advised to select another field of concentration.

The mark "Incomplete" is given when a student has done satisfactory work in a class but has been unable to complete all the required work because of conditions beyond his control. The work may be made up within a period determined by the faculty member involved. If it is not completed during that period, the "incomplete" becomes an F.

### GRADE POINTS AND POINT AVERAGES

Cedarville College uses what is called the "four point grade point system" to determine the exact academic average.

Grade points are awarded as follows:

Each semester hour of A = 4 grade points

Each semester hour of B = 3 grade points

Each semester hour of C = 2 grade points

Each semester hour of D = 1 grade point

Each semester hour of F = 0 grade points

The grade point average is computed by dividing the total grade points earned by the total hours attempted.

### Withdrawal

Withdrawal from courses must be reported to the Registrar with a statement of permission by the student's advisor. No grade is entered for the class if it is dropped during the first two weeks. After two weeks the grade will be entered as W. After nine weeks the grade will be entered as WP, withdrawn passing, or WF, withdrawn failing. In calculating grade points and academic averages the Registrar shall count as F all WF grades. Any course dropped after the 12th week of school shall be automatically counted as F.

## **Probation and Dismissal**

A Freshman student failing to achieve an average of 1.75 grade points will be placed on probation for the following semester. For students of Sophomore, Junior, and Senior classes, an average of at least 2.00 grade points must be achieved in order to avoid probation. For any student the probation may be terminated at the end of the first nine weeks if he achieves an average of 2.00 grade points. During the probation period the student shall be ineligible to hold a campus office or to participate in athletic or musical activities representing the school, with the exception of practical work.

Dismissal will be based upon the discretion of the Academic Dean.

## **GRADUATION REQUIREMENTS**

Cedarville College grants three baccalaureate degrees: Bachelor of Arts (A.B.), Bachelor of Science (B.S.), and Bachelor of Music (B.MUS.).

### **Requirements for the Bachelor Degree**

A candidate for any degree should carefully study the requirements for that degree as well as the special requirements for graduation found in this bulletin. Careful attention to these requirements will enable the student to avoid doing work which will not apply to a degree. Following are the general requirements for all degrees:

1. Meet all admission requirements.
2. Complete at least 128 semester hours, 40 hours of which must be of upper division work (200-400 courses).
3. Maintain a grade point average of not less than 2.00.
4. Establish minimum residency of one year (30 semester hours, normally the senior year).
5. Complete either an area major or a major and one minor.
6. Demonstration of proficiency in the use of the English language. All students will be given an examination in English proficiency at the end of the sophomore year. No student will be granted a bachelor's degree until he has demonstrated his proficiency in this area.

## **MAJOR AND MINOR FIELDS**

### **A. Major Field 26-56 sem. hours**

The amount of work varies with the field chosen and must include the general requirements of the department. At least 12 hours must be in upper-division courses, with no grade less than a C (this latter requirement may be waived at the discretion of the department in special cases).

### **B. Minor Field 15-20 sem. hours**

At least 15 hours must be taken in any one department in addition to the required Biblical Education courses.

## **DEGREE PROGRAMS LEADING TO THE BACHELOR OF ARTS**

### **Liberal Arts Program**

#### **General and Prescribed Requirements**

- |  |               |
|--|---------------|
| 1. Biblical Education  | 19 sem. hours |
| Biblical Studies 101-102, 207, 210, 305,<br>Practical Theology 151, 342  |               |
| 2. Education and Psychology  | 3 sem. hours  |
| Psychology 160   |               |
| 3. Health and Physical Education   | 4 sem. hours  |
| Activity Courses 101-102, 210-202  |               |
| 4. Language and Literature   | 30 sem. hours |
| English Language 101-102<br>Speech 111-112<br>Language and Literature 231-232 or 241-242<br>Foreign Language, 12 hours |               |
| 5. Music (Applied Music excluded)  | 2 sem. hours  |
| 6. Science   | 8 sem. hours  |
| 7. Social Science  | 6 sem. hours  |
| History 101, 102 or 201, 202   |               |

Majors in this field include: Bible, English, history, music, social science, and speech.

Minors may be in any one of the fields listed under majors plus biology, education, chemistry, Christian education, mathematics, psychology, German, French, Greek, health and physical education, art, and general science.

## **Bible Program**

### **General and Prescribed Requirements**

1. Biblical Education 55 sem. hours  
Biblical Studies 101-102, 201, 210, 217-218, 301-302, 305-306.  
Practical Theology 151, 252, 241 or 242, 342  
Christian Education 362.  
Four hours of Old Testament studies and ten hours from the following: 211-212, 213-214, 215-216.
2. Education and Psychology 3 sem. hours  
Psychology 160
3. Health and Physical Education 4 sem. hours  
Activity Courses 101-102, 201-202
4. Language and Literature 32 sem. hours  
English Language 101-102  
Speech 111-112  
Language and Literature 231-232 or 241-242  
Foreign Language (Greek), 14 hours
5. Music 2 sem. hours  
Music 150 or 352
6. Science 8 sem. hours
7. Social Science 6 sem. hours  
History 201, 202.

## **DEGREE PROGRAMS LEADING TO THE BACHELOR OF SCIENCE**

### **Natural Sciences**

Majors in this field include: chemistry, biological science, physical science or general science.

### **General and Prescribed Requirements**

Requirements are the same as for the liberal arts program with the following exceptions:

4. Language and Literature 18 sem. hours  
Foreign Language waived (except for Chemistry majors)
6. Science 46 to 60 sem. hours

### **Business Administration**

Requirements are the same as for the Liberal Arts program with the following exceptions:

4. Language and Literature	18 sem. hours
Foreign Language	waived
8. Business Administration	42 sem. hours

### **Christian Education**

The requirements are the same as for the Liberal Arts Program with the following exceptions:

1. Biblical Education	56 sem. hours
Biblical Studies: 101-102, 210, 217-218, 305.	
Practical Theology: 151, 252, 241 or 242, 342.	
Christian Education: 261, 262, 362, 363, 364, 461, 463-464, 465, 470.	
2. Education and Psychology	3 sem. hours
Psychology 160	
4. Language and Literature	18 sem. hours
Foreign Language	waived

### **Nursing**

A student who desires to secure the Bachelor of Science in Nursing degree may do so by completing two years of study at Cedarville and securing 68 or 69 semester hours of credit with a grade point average of 2.00 or higher, in addition to the three years in a recognized hospital for the training of nurses. The two years at Cedarville may precede or follow the hospital training, but the degree will not be conferred until the Nurse's Registry Certificate has been filed with the Registrar.

### **General and Prescribed Requirements**

1. Biblical Education	12 or 13 sem. hours
Biblical Studies 101-102, 207 (or 305, 342)	
Practical Theology 151	
2. Education and Psychology	waived
3. Health and Physical Education	waived
4. Language and Literature	18 sem. hours
English Language 101-102	
Speech 111-112	
Language and Literature 231-232 or 241-242	
5. Music	2 sem. hours

6. Science	29 sem. hours
Biology	19 sem. hours
Chemistry 131-132	
7. Social Science	9 sem. hours
History 101-102 (or 201-202)	
Sociology 230	

## **DEGREE PROGRAM LEADING TO THE BACHELOR OF MUSIC**

### **Church Music**

Requirements are the same as for the Liberal Arts Program with the following exceptions:

4. Language and Literature	18 sem. hours
Foreign Language	waived
5. Music	64 sem. hours
6. Science	waived

### **Honors and Awards**

#### **ACADEMIC DEAN'S HONOR LIST**

Until final awards are announced at commencement, the highest academic honor it is possible to attain at Cedarville is to be included on the Dean's honor list. This list of high-ranking students is published at the end of each regular semester. The requirements for the Dean's Honor List are as follows:

- (1) A student must have an average for the semester of 3.5 grade points.
- (2) A student must have no grade for the semester lower than a "B".
- (3) A student must carry a minimum of 12 semester hours of college work.
- (4) A student must complete every course he is taking by the end of the semester, when grades are turned in by the faculty. Any grade of "incomplete" will preclude a student's candidacy for the Dean's Honor List.

#### **ACADEMIC DEAN'S LIST**

A semester Dean's List is issued with the following requirements:



- (1) A student must be carrying at least 12 semester hours to be eligible.
- (2) A student must maintain a 3.0 average for the semester period.
- (3) There must be no "incomplete" in any course.

### GRADUATION WITH HONORS

Upon recommendation of the faculty, a student who earns a grade point average of 3.50 will be graduated "cum laude"; one who earns a grade point average of 3.70 will be graduated "magna cum laude"; and one who earns a grade point average of 3.85 will be graduated "summa cum laude." A student must be in residence at least two full years (Junior and Senior) in order to qualify for honors.

### ANNUAL TROPHIES

THE PRESIDENT'S TROPHY is an annual award of the college for which all members of the student body are eligible. The recipient of the award is judged on the basis of scholastic ability, character, leadership and sportsmanship. A committee consisting of the President, the Dean of Students, the Academic Dean, and the Registrar make the annual selection.

THE SCHOLARSHIP TROPHY is awarded annually. Eligibility is open to all members of the student body. The trophy will be awarded to the student who has attained the highest scholastic average during the academic year in which the award is made. This trophy was donated to the college by Josten's Inc.

THE MUSIC TROPHY is awarded each year to the student, selected by the music faculty, who has shown the most outstanding musical achievement during the school year.

# Divisions of Instruction

## Division of Biblical Education and Philosophy

The division of Biblical Education and Philosophy comprises the departments of A) Biblical Studies, B) Practical Theology, C) Christian Education.

This division seeks to provide a Biblical foundation for a liberal arts education, presenting the great truths of the Scripture, after correct interpretation and proper application, in order that the student may be an effective witness for Christ regardless of the vocation which he may be led to pursue. It also seeks to lay a good foundation for graduate study in the fields of Bible and Theology.

### **Requirements for a Major in Bible:**

Biblical Education (55 semester hours) including Biblical Studies 101-102, 201, 210, 217-218, 301-302, 305, 306, Practical Theology 151, 252, 241 or 242, 342; Christian Education 362; four hours of Old Testament studies; and ten hours from the following—211-212, 213-214, 215-216.

### **Requirements for a Major in Christian Education:**

Biblical Education (56 semester hours) including Biblical Studies 101-102, 210, 217-218; 305; Practical Theology 151, 252, 241 or 242, 342; and Christian Education 261, 262, 362, 363, 364, 461, 463-464, 465, 470.

### **Requirements for a Minor in Christian Education:**

Biblical Education (15 semester hours) including Christian Education 261, 262, 362, 363, 364, 461.

Bible majors may not elect Christian Education as a minor.

## **A. BIBLICAL STUDIES**

### **101 OLD TESTAMENT SURVEY\***

A survey of the entire Old Testament giving special attention to the authorship, historical background, the argument, and the message of each book. A study of the history of the Hebrew race from its origin to the time of Jesus Christ.

**Three credit hours**

### **102 NEW TESTAMENT SURVEY\***

A survey of the entire New Testament, including the historical background of the Inter-Testament period, giving special attention to authorship, content, main events, and the unfolding of God's redemptive purpose through our Lord Jesus Christ.

**Three credit hours**

### **201 BIBLICAL INTRODUCTION\*\* ('63-'64)**

A critical evaluation of the theories concerning the origin, extent and value of the Bible. The doctrine of inspiration, canon, higher and lower criticism, early manuscripts versions, and the history of the English Bible are studied.

**Two credit hours**

### **202 OLD TESTAMENT—PENTATEUCH\*\* ('61-'62)**

A detailed study of the five books of Moses. Comparative secular history, Bible history, geography and archaeology are included in the study.

**Two credit hours**

### **203 OLD TESTAMENT—HISTORICAL BOOKS\*\* ('61-'62)**

A study of the history of Israel from the time of their entrance into Canaan until the time of their exile and restoration. A brief study of the four hundred years between the Old and New Testaments is also included.

**Two credit hours**

### **204 OLD TESTAMENT—POETICAL BOOKS\*\* ('61-'62)**

An examination of the distinctive characteristics of Hebrew Poetry with the various forms being illustrated and explained. The doctrinal and the practical value of the books are also studied—Psalms being treated in detail, with special attention given to the Messianic portions.

**Two credit hours**

**205 OLD TESTAMENT—MAJOR PROPHETS\*\* ('62-'63)**

A chronological study of the major prophetic books of the Old Testament with the exception of Daniel (which is studied in Bible Prophecy). The ministry of the prophets to their own times is carefully considered as well as their great predictive messages, fulfilled and unfulfilled. **Three credit hours**

**206 OLD TESTAMENT—MINOR PROPHETS\*\* ('62-'63)**

A continuation of 205 with emphasis upon the twelve "minor" prophets, their ministry in relation to Israel and other nations of their own times, and their practical message for today. **Three credit hours**

**207 BIBLE DOCTRINE SURVEY\***

A survey of the great doctrines of the Christian faith, designed to help establish the student in the Word of God. **Three credit hours**

**210 BIBLICAL INTERPRETATION\***

A detailed study of the basic principles and laws of Bible Interpretation. **Two credit hours**

**211-212 THE FOUR GOSPELS\*\* ('62-'63)**

A harmonistic, chronological study of the Gospels, setting forth the life and ministry of Jesus Christ from His incarnation to His ascension is undertaken in the first semester. Emphasis upon each author's distinctive presentation of the life of Christ in the second semester. **Two credit hours each semester**

**213-214 LIFE AND LETTERS OF PAUL (Including the Book of Acts)\*\* ('62-'63)**

A careful study of the life of the Apostle Paul as introduced in the book of Acts and a detailed study of each of his Epistles. Special attention is given to historical background, local conditions reflected in his writings, and the great doctrines of the Christian Church. **Three credit hours each semester**

**215-216 THE GENERAL EPISTLES\*\*****('61-'62)**

A study of Hebrews, James, and the Epistles of Peter, John and Jude. An effort is made to acquaint the student with the content, structure, character and doctrines of these Epistles, together with such relationship as may exist between them and the Levitical economy. **Three credit hours each semester**

**217-218 SYSTEMATIC THEOLOGY\***

A detailed and careful investigation of the doctrines of the Christian faith, viz. the Scriptures, God, Angels, Man, Sin, Salvation, Christ, The Holy Spirit, the Church, and the Last Things. The importance, aim, content, sources, and methods of Systematic Theology are also discussed.

**Five credit hours each semester****301-302 BIBLE PROPHECY\*\*****('61-'62)**

A detailed study of the entire field of Bible Prophecy; of that which has been fulfilled and of that which is yet future. Special consideration is given to the prophet Daniel, the Thessalonian Epistles, and Revelation.

**Two credit hours each semester****305 CHRISTIAN EVIDENCES\***

A course designed to demonstrate the factuality of Biblical Christianity. The evidences of a trustworthy Bible, archaeology, history, fulfilled prophecy, miracles, the person and the resurrection of Christ, and of Christian experience are studied.

**Two credit hours****306 APOLOGETICS\***

A defense of Biblical Christianity based on philosophical grounds. The various systems of philosophy are examined critically and compared with Christian Theism. **Two credit hours**

**307 AN INTRODUCTION TO PHILOSOPHY**

This course will provide an orientation to the general field of philosophy, introducing the student to some of the problems which have engaged the minds of philosophers and the solutions which they have offered, evaluating them in the light of Divine

Revelation. The study is designed to demonstrate the inadequacy of the human mind to solve the problems which philosophy raises apart from the revelation which God has been pleased to give man in His Word. An attempt will be made to give the student a Christian World-View as the only satisfactory outlook upon the universe. Limited to Juniors and Seniors.

**Three credit hours**

## **B. PRACTICAL THEOLOGY**

### **151 EVANGELISM\***

A survey of Biblical evangelism, familiarizing the students with the teaching of God's Word regarding the responsibility to evangelize, the basic facts which must be recognized and the Scriptures to be employed in helping the unsaved to see their need of a Saviour, the simplicity of receiving salvation as a gift, and the grounds for assurance of its possession. The course will include a study of some of the most prevalent of the religious organizations claiming to be Christian as to the Biblical basis for their beliefs, instructing the students in the art of winning those who have been ensnared in heresy. Required of all students.

**Three credit hours**

### **241 THE HISTORY OF MISSIONS\*\***

**('62-'63)**

A presentation of the movement of the Christian missionary enterprise from Apostolic times to our present day. Emphasis is placed on the outstanding men of the different missionary periods, and the methods that they employed. Particular attention will be given to the history of the missionary organizations approved by the General Association of Regular Baptist Churches.

**Three credit hours**

### **242 THE PRINCIPLES AND PRACTICES OF MISSIONS\*\***

**('62-'63)**

An introduction to New Testament missionary principles. Special emphasis will be given to evangelistic techniques in pioneering the resident ministry, institutional missions and the establishment of the indigenous church. Attention will be given to the application of the faith principles in finance and the

administration of mission affairs both at the home base and on the field. The organization and policies of the GARBC Approved agencies will be examined in detail. **Three credit hours**

#### **342 BAPTIST HISTORY AND POLITY\***

A consideration of the doctrines and principles which have distinguished Baptists from earliest times to the present day. Special emphasis of the Biblical demands upon the local church in the light of the present apostasy and the ecumenical movement are studied. **Three credit hours**

#### **442 PASTORAL THEOLOGY\*\***

**('61-'62)**

A study of the personal life and responsibilities of the pastor, his ministry both in the pulpit and in his parish. Helpful suggestions concerning visitation, business meetings, parliamentary procedure, weddings, funerals, and other practical duties; organization and management of the church, training for worship and service, and successful methods of publicity and promotion are given. **Two credit hours**

### **C. CHRISTIAN EDUCATION**

#### **261 METHODS OF BIBLE STUDY\***

An inductive study of a Bible book to develop the student's skill in independent Bible study. **Two credit hours**

#### **262 CHRISTIAN EDUCATION OF CHILDREN\***

The presentation of the characteristics and needs of the child, organization and administration of the children's departments, and the methods and materials used in each department. **Three credit hours**

#### **362 EDUCATIONAL WORK OF THE CHURCH\*\***

The methods of organizing and administering the total educational program of the church. Consideration is given to educational processes; comparisons of the various teaching agencies such as the Sunday school, vacation Bible school, week-day church school, and the junior church; leadership education; and methods of counseling and supervision.

**Three credit hours**

### **363 CHRISTIAN EDUCATION OF YOUTH\***

The presentation of the characteristics and corresponding needs of young people. A program of Bible study, evangelism, worship, recreation, and stewardship to effectively guide young people in Christian living and service is stressed.

**Three credit hours**

### **364 CHRISTIAN EDUCATION OF ADULTS\***

The presentation of the characteristics and needs of the adult, their worship, education, service, and recreation in the church and the home.

**Two credit hours**

### **461 METHODS OF BIBLE TEACHING\***

**Prerequisite: Christian Education 261**

An experimentation and application, in the classroom, of various methods of Bible study and teaching. **Two credit hours**

### **463, 464 PRACTICE TEACHING\***

A laboratory course in lesson preparation and teaching (using the Bible clubs or Sunday School classes for experience), followed by evaluation sessions.

**Three credit hours each semester**

### **465 PHILOSOPHY OF CHRISTIAN EDUCATION\***

A comparative study of major religious and secular educational theories with the Scriptural principles upon which the Christian Philosophy of education is based.

**Three credit hours**

### **470 CHRISTIAN EDUCATION SEMINAR\***

A survey of the field of Christian Education for the purpose of integrating its various phases. Problems of the field are analyzed and defined by individual research and group conferences.

**Two credit hours**



## **Division of Education and Psychology**

The division of Education and Psychology comprises the departments of the two above-mentioned fields.

This division seeks to assist in the training of students who wish to teach in public or private schools; and to aid in the adjustment of students to everyday life through an understanding of human behavior.

By arrangement with Central State College (located four miles from Cedarville) we have established what we believe will be a very attractive program for prospective teachers at either the elementary or secondary level.

It will be possible for a student during a four year concentrated program (including two summer sessions), to receive a Bachelor of Science in Education degree from Central State College and a Bachelor of Arts degree, with a major in a subject matter area, from Cedarville College. If a person, due to employment problems, is unable to carry the heavy load of a four year program, he may extend it to a five year period.

All of this can be accomplished while living on the Cedarville campus, and participating in the spiritual and social activities of the college.

The following teaching fields are available in secondary education:

- (1) Biological Science
- (2) Business Education
- (3) English
- (4) General Science
- (5) History and Government
- (6) Mathematics
- (7) Physical Science
- (8) Music Comprehensive
- (9) Physical Education
- (10) Science Comprehensive
- (11) Social Studies Comprehensive
- (12) Chemistry

A student must take a minimum of two teaching fields or one comprehensive teaching area. It is advisable, however, for

a student to take three teaching fields or one comprehensive area plus one teaching field.

**Requirements for a Minor in Psychology:**

Psychology (15 semester hours) including Psychology 160.

**PSYCHOLOGY**

**160 GENERAL PSYCHOLOGY\***

A study designed to provide an introductory understanding of the history, principles, and practices of psychology.

**Three credit hours**

**260 PRACTICAL BEHAVIORAL STATISTICS\***

**Prerequisite:** Psychology 160

A practical course in the use of behavioral statistics. Students acquire knowledge of various statistical procedures through actual computation of data obtained in the college testing program.

**Three credit hours**

**262 PSYCHOLOGY OF PERCEPTION\***

**Prerequisite:** Psychology 160

A basic consideration of perception including sensory processes, psychophysical methods, illusions, self and social concepts. Emphasis is on experimental methods, content, and interpretation. Two one-hour lecture and discussion periods and one two-hour laboratory.

**Three credit hours**

**264 PSYCHOLOGY OF LANGUAGE AND THINKING\***

**Prerequisite:** Psychology 160

A basic consideration of problems in mental imagery, concept formation, semantics, problem-solving, and symbolic stimuli. Emphasis is on experimental methods, content, and interpretation. Two one-hour lecture and discussion periods and one two-hour laboratory.

**Three credit hours**

## **461 PSYCHOLOGY OF PERSONALITY ADJUSTMENT\***

**Prerequisite: Psychology 160**

A theoretical approach to problems of adjustment and maladjustment, with special reference to defense mechanisms, frustration, and motivational conflict in normal and abnormal behavior.

**Three credit hours**

## **465 APPLIED PSYCHOLOGY†**

**Prerequisite: Psychology 160**

An application of general psychological principles to different aspects of life such as family relationships, personality development, and more efficient professional activities.

**Three credit hours**

Elementary or secondary education students may transfer credits for work taken at Central State College, or other institutions in the fields of Educational Psychology, or Human Growth and Development, to apply towards a minor in Psychology at Cedarville College.

## **Division of Health and Physical Education**

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The division of Health and Physical Education is comprised of A) Activity Courses, B) Health Education, C) Physical Education, and D) Recreation.

This division seeks to provide, a program of physical development and education in the fundamentals of organized play; a sense of good sportsmanship in the total development of wholesome and effective Christian character; a course of study designed to aid those looking forward to teaching physical education or coaching athletics in public schools and colleges.

The theory courses, along with the practical experience, are designed to prepare students to teach physical education in schools, to work in various fields of camping and recreation, and to administer youth activities in churches and youth organizations.

### **Requirements for a Major in Health and Physical Education**

25 hrs. required, including 121, 123, 260, 262, 322, 461, 463, 464, 487, (Men—363 or 364, Women—370, 371) plus 10 hrs. elective.

### **Requirements for a Minor in Health and Physical Education:**

Health and Physical Education (15 semester hours).  
(Including 262, 461, 463).

## **A. ACTIVITY COURSES**

### **101-102 PHYSICAL EDUCATION\***

An activity course for all freshmen men and women.

**One credit hour each semester**

### **201-202 PHYSICAL EDUCATION\***

An activity course for all sophomore men and women.

**One credit hour each semester**

## **B. HEALTH EDUCATION**

### **121 PERSONAL AND COMMUNITY HYGIENE\*\* ('61-'62)**

A study of those health practices, understandings and attitudes which affect the personal fitness of the individual and the welfare of the community in which he lives. **Two credit hours**

**123 FIRST AID\*\***

**('61-'62)**

The presentation of the principles and practices as set forth by the American Red Cross for handling injuries, accidents, and emergencies.

**Two credit hours**

**322 ORGANIZATION AND ADMINISTRATION OF SCHOOL HEALTH EDUCATION\*\***

**('62-'63)**

A study of school health problems, methods of teaching health and choosing suitable materials for teaching health in elementary and secondary schools.

**Three credit hours**

**HUMAN ANATOMY AND PHYSIOLOGY**

(See Biology 311-312)

**C. PHYSICAL EDUCATION**

**('61-'62)**

**262 PRINCIPLES OF PHYSICAL EDUCATION\*\***

**('61-'62)**

A discussion of the aims and objectives of physical education including the historical development, the relation to the general field of education, and the analysis of present-day program and methods in terms of objectives.

**Two credit hours**

**360 GYMNASTICS AND TUMBLING\*\***

**('61-'62)**

A survey of the theory and practice in tumbling, gymnastics, calisthenics and the use of gymnasium equipment, with a consideration of teaching methods and skills. Planning of "gym nights" and other gymnasium events is considered.

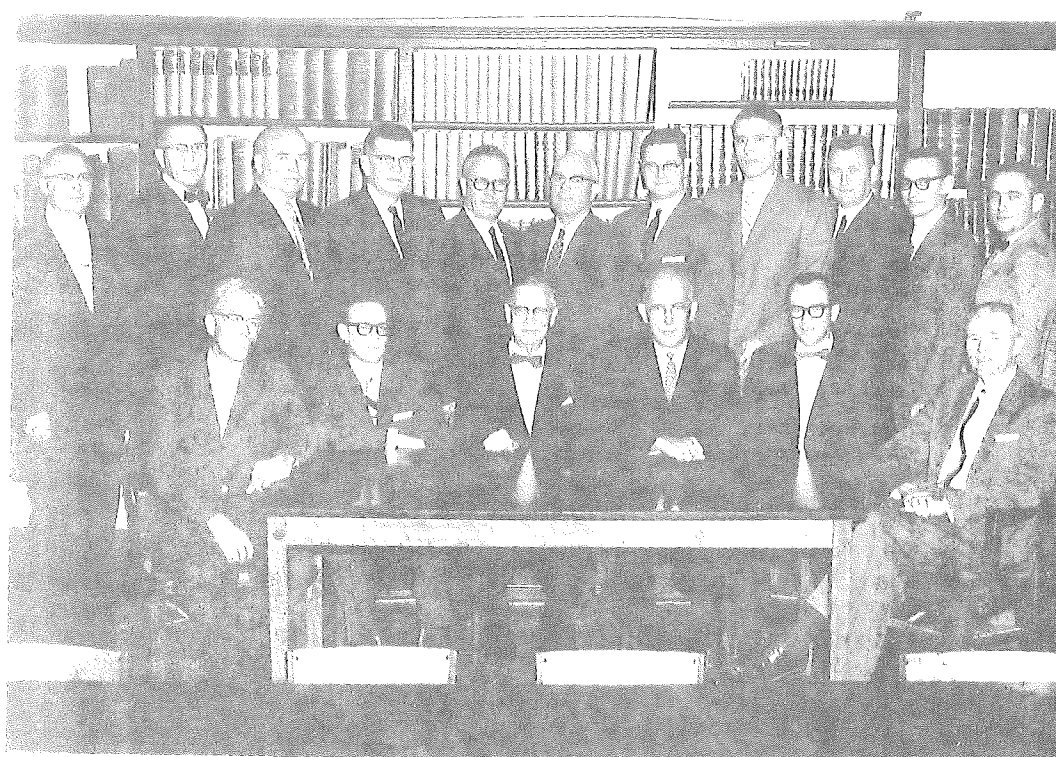
**Two credit hours**

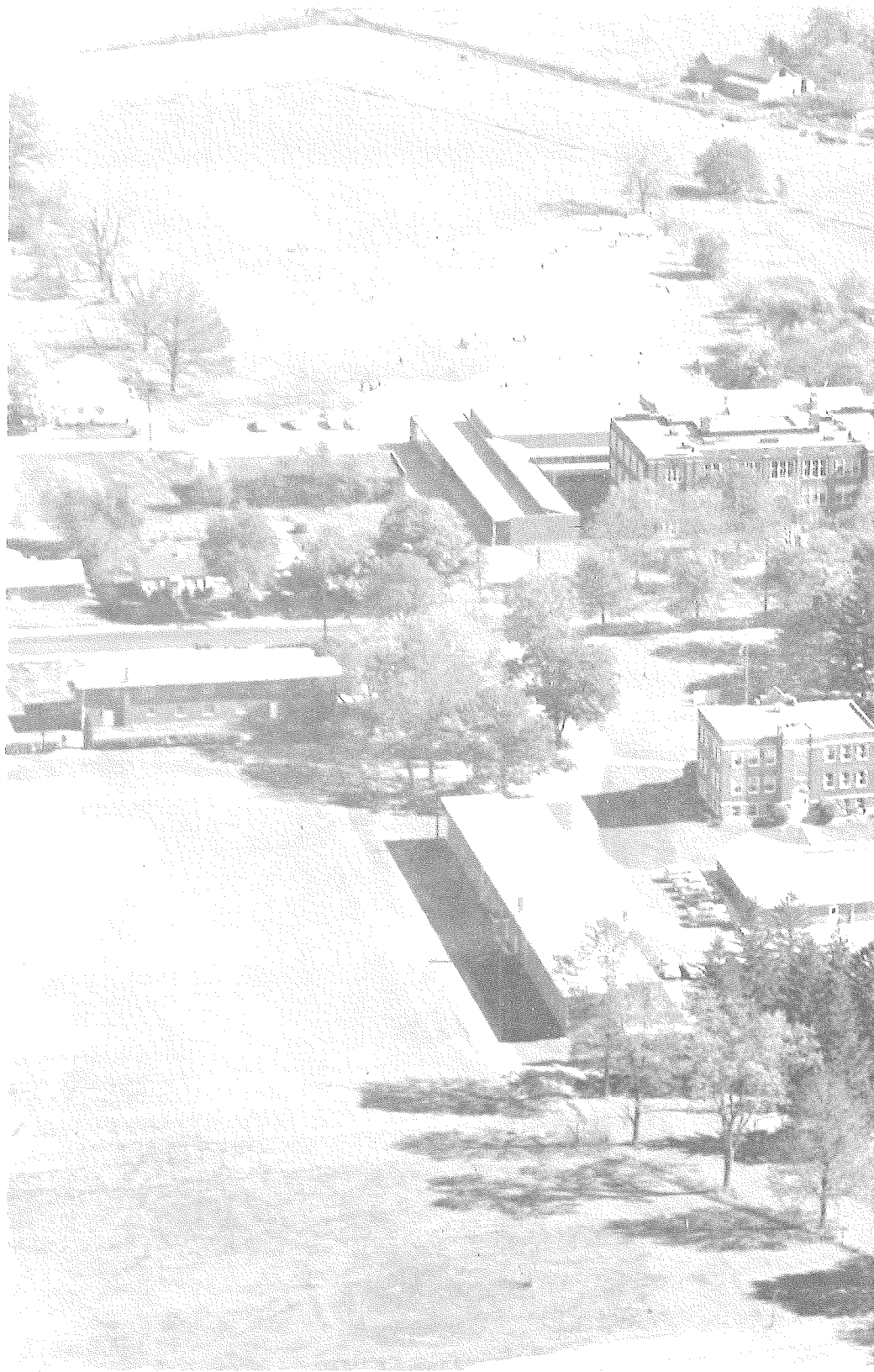
**363-364 COACHING MAJOR SPORTS\*\***

**('61-'62)**

A study of modern methods of coaching football, basketball, baseball, track, with actual instruction and participation in either varsity, junior varsity, or intramural programs.

**Two credit hours each semester**









**461-462 METHODS AND MATERIALS OF PHYSICAL EDUCATION\*\* ('61-'62)**

A study and application of the basic principles of physical education on the elementary and secondary level. Program planning together with practical experience in class instruction and observation is included. **Two credit hours each semester**

**463 ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION\*\* ('62-'63)**

The study of the procedures upon which the teaching situation depends. It considers the selection and adaptation of activities, examination and grouping of pupils, provision and care of equipment, departmental organization, maintenance of facilities, and techniques of evaluation. **Three credit hours**

**465-466 INDIVIDUAL AND DUAL SPORTS FOR MEN AND WOMEN\*\* ('62-'63)**

A survey of the theory and practice in tennis, archery, badminton, table tennis, volleyball, and other informal games with consideration to teaching methods, skills and rules.

**Two credit hours each semester**

**487 PHYSICAL EDUCATION SEMINAR\***

Research problems are conducted to develop the student's understanding and appreciation of problems in the field, to develop skills in the use of literature and in the appropriate techniques in the solution of problems.

**One credit hour**

**D. RECREATION**

**391 INTRODUCTION TO RECREATION\*\* ('61-'62)**

A survey of the recreational aspects of play for children and adults. Practical work in planning and administering programs for playgrounds, clubs, schools, and young peoples' gatherings is included. **Three credit hours**

**392 INTRODUCTION TO CAMPING ADMINISTRATION\*\* ('62-'63)**

The training of counselors and workers for camping associated programs. Various aspects of camping problems with emphasis on the recreation side of camping with material gathered for programs, camp-outs, and nature study.

**Two credit hours**

## **Division of Language and Literature**

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The division of Language and Literature consists of A) English Language, B) Speech, C) English and American Literature, D) Greek, E) Spanish, F) French, and G) German.

The English department aims to give each student a working knowledge of the language, enabling him to write clear, readable, effective English; to analyze correctly any piece of English writing; to know the great masterpieces of English and American literature; to love his own language and to desire to explore its treasures for himself.

All students entering the school are required to take the English Placement Test unless they present acceptable evidence of advance standing.

The speech department specializes in oral communication. A combination of theory and practice is used to enable the student to communicate effectively in a wide range of experiences.

The foreign language department believes that a living language can only be properly learned as the student masters the pronunciation, develops the ability to understand both the spoken and written language and is able to express himself intelligibly in a number of situations. Use of the language laboratory to both listen and record is required of all language students.

A student who has had two years of a foreign language in high school and wishes to continue his studies in that language to meet college foreign language requirements may satisfy such requirements by taking the second year (six hours) of his elected language.

### **Requirements for a Major in English:**

Language and Literature (30 semester hours) including both the English and the American literature survey courses (231-232 and 241-242), 306, 335, 336, and one of the following—332, 333, 334.

### **Requirements for a Minor in English:**

Language and Literature (15 semester hours) including either 231-232 or 241-242, 335.

The total hour requirements for both the major and the minor are exclusive of 101-102.

### **Requirements for a Major in Speech:**

30 semester hours required including 111-112, 210, 213, 215-216, 311, 319, 410.

### **Requirements for a Minor in Speech:**

16 semester hours required including 111-112, 210, 311,

### **Requirements for a Minor in Greek:**

Language and Literature (18 semester hours). All from Greek.

## **A. ENGLISH LANGUAGE**

### **101-102 FRESHMAN COMPOSITION\***

A foundation course designed to review the fundamentals of grammar and to present a comprehensive understanding of the mechanics of writing and the principles of informal and formal writing. **Three credit hours each semester**

### **201 ADVANCED WRITING\*\***

A workshop dealing with various forms of advanced composition, especially in journalism (which is useful in educational, church, and community work). Students have the opportunity to pursue their own writing interests although practical experience is given each student through the work on the staff of the school paper.

Enrollment is limited to 10 students.

**Three credit hours**

### **306 THE ENGLISH LANGUAGE\*\***

**('62-'63)**

**Prerequisite:** 231-232 or 241-242

A study of the structure, and growth of the language, designed to help in formulating an intelligent attitude toward American usage. **Three credit hours**

## **B. SPEECH**

### **111-112 FUNDAMENTALS OF SPEECH\***

A study of the fundamental principles of effective speaking with practice in the preparation and delivery of speeches.

**Three credit hours each semester**

### **210 DISCUSSION\***

A study of the principles and methods of group discussion.

**Two credit hours**

### **211 RADIO AND TELEVISION SPEECH\*\* ('62-'63)**

Speaking in the radio and television situation with training in preparation and presentation of radio and television talk and interview materials.

**Two credit hours**

### **213 INTERPRETIVE READING\***

Logical and emotional meanings in prose, poetry, and drama for oral reading with practice in expression.

**Two credit hours**

### **215-216 ARGUMENTATION AND DEBATE\***

Principles and practice in debating. Study of questions used in intercollegiate debate. **Two credit hours each semester**

### **310 STAGE PRODUCTION\***

For students who act in stage college plays. May be taken more than once, but the total credit earned may not exceed three credit hours.

**One credit hour**

### **311 PERSUASION\***

Study in analysis, composition, and delivery of persuasive speeches. Attention is given to audience analysis and to logical, emotional, and ethical proofs.

**Two credit hours**

### **313-314 PULPIT SPEECH\*\* ('63-'64)**

A course designed to present the theory and practice of the preparation and delivery of sermons. The first semester emphasizes theory, the second emphasizes practice preaching.

**Two credit hours each semester**

**316 PARLIAMENTARY PROCEDURE\*\* ('62-'63)**

A study of the proper procedure in the conduct of business meetings; the formation of organizations; the writing of constitutions.  
**One credit hour**

**318 INTRODUCTION TO DRAMATICS\*\*\* ('63-'64)**

Principles of mounting and staging a play including theories of play selection and analysis.  
**Three credit hours**

**319 HISTORY OF PUBLIC ADDRESS\*\* ('62-'63)**

A study of the biographies, methods of speaking, and noted address of selected British and American orators.  
**Three semester hours**

**410 SPEECH SEMINAR\***

**Prerequisite:** Permission of the Professor

A course designed to introduce the student to types of research problems and to guide him into independent research in the field of his choice.  
**One to three credit hours**

**C. ENGLISH AND AMERICAN LITERATURE**

**231-232 SURVEY OF ENGLISH LITERATURE\*\* ('62-'63)**

A chronological study of major and representative English literary works from historical, ideological and critical standpoints.  
**Three credit hours each semester**

**241-242 SURVEY OF AMERICAN LITERATURE\*\* ('62-'63)**

A progressive, chronological study of America's literature from the beginning to the present. An attempt is made to give a balanced approach including historical, social, and cultural backgrounds along with a close reading for ideas and interpretation.  
**Three credit hours each semester**

(The two preceding survey courses are each designed for the general education requirements as well as for giving the major student a basic understanding of his field.)

**331 THE ENGLISH NOVEL\*\* ('63-'64)**

**Prerequisite:** 231-232, or 241-242

A reading and critical analysis of representative novels of the period from Richardson to Hardy. Assigned papers are required. **Three credit hours**

**332 POETRY OF THE ROMANTIC PERIOD\*\* ('62-'63)**

**Prerequisite:** 231-232, or 241-242

A study of the characteristics of Romanticism and the writings of the major poets of this period. **Three credit hours**

**333 MILTON AND THE EARLY SEVENTEENTH CENTURY\*\* ('63-'64)**

**Prerequisite:** 231-232, or 241-242

Prose and poetry of major authors from Donne to Milton. Chief emphasis on *Paradise Lost*. **Three credit hours**

**334 THE RESTORATION AND EIGHTEENTH CENTURY\*\* ('62-'63)**

**Prerequisite:** 231-232, or 241-242

A study of the principal writers from Dryden to Blake with emphasis on Pope and Swift. **Three credit hours**

**335, 336 SHAKESPEARE\*\* ('62-'63)**

**Prerequisite:** 231-232, or 241-242

A reading and study of representative dramas. This is an introductory course and is designed for any student desiring a knowledge of the writings of this author. Assigned papers are required. **Three credit hours each semester**

**341 AMERICAN FICTION\*\* ('62-'63)**

**Prerequisite:** 231-232, or 241-242

A reading and critical analysis of representative works of Browne, Irving, Cooper, Poe, Hawthorne, Melville, Twain, and others. Assigned papers are required. **Three credit hours**

**420 ENGLISH SEMINAR\***

**Prerequisite:** Permission of the Professor

A course designed to introduce the student to types of research problems and to guide him into independent research in

the field of his choice. A thesis may be written, but it is not required.

Only English majors with a 'B' average or above may elect this course. **One to three credit hours**

#### **D. GREEK LANGUAGE AND LITERATURE**

##### **251-252 ELEMENTARY GREEK\***

A foundation course designed to learn the basic grammar of the Greek language. The learning of rules and vocabulary is stressed in the first semester; the application of these in reading selected portions of the New Testament is emphasized in the second.

**Five credit hours each semester**

##### **351-352 INTERMEDIATE GREEK\***

**Prerequisite:** Elementary Greek 251-252

The review of basic grammar and the detailed study of advanced Greek grammar are featured in this course. Extensive reading of the New Testament is marked by the application of advanced syntactical rules. **Three credit hours each semester**

##### **451, 452 GREEK EXEGESIS\***

**Prerequisite:** Greek 351-352

The detailed exegesis of various books and portions of the New Testament is undertaken in this course. Special emphasis is given to word studies, the grammatical relationships of words and sentences, the theme of the writer, and to rapid reading of the text. **Two credit hours each semester**

#### **E. SPANISH**

##### **161-162 ELEMENTARY SPANISH\*\* ('62-'63)**

A consideration of the essentials of grammar; constant oral drill; simple readings in the language. Three lectures and one lab each week. **Three credit hours each semester**

##### **261-262 INTERMEDIATE SPANISH\*\* ('63-'64)**

**Prerequisite:** Spanish 161-162

A review of grammar; drill in composition; constant oral drill; reading in Spanish literature and culture.

**Three credit hours each semester**

## **361-362 SPANISH LITERATURE**

**Prerequisite: Spanish 261-262**

**Three credit hours each semester**

## **F. FRENCH**

### **171-172 ELEMENTARY FRENCH\*\* ('63-'64)**

A consideration of the essentials of grammar; constant oral drill; simple readings in the language. Three lectures and one lab each week. **Three credit hours each semester**

### **271-272 INTERMEDIATE FRENCH\*\* ('63-'64)**

**Prerequisite: French 171-172**

A review of grammar; drill in composition; constant oral drill; reading in French literature and culture.

**Three credit hours each semester**

## **371-372 FRENCH LITERATURE**

**Prerequisite: French 271-272**

**Three credit hours each semester**

## **G. GERMAN**

### **181-182 ELEMENTARY GERMAN\***

A consideration of the essentials of grammar; constant oral drill; simple readings in the language. Three lectures and one lab each week. **Three credit hours each semester**

### **281-282 INTERMEDIATE GERMAN\***

**Prerequisite: German 181-182**

A review of grammar; drill in composition; constant oral drill; reading of German literature and culture.

**Three credit hours each semester**

**Three credit hours each semester**

## **381-382 GERMAN LITERATURE**

**Prerequisite: German 281-282**

**Three credit hours each semester**



## Division of Fine Arts

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The Division of Fine Arts includes A) Music Theory, B) Music History, C) Church Music, D) Music Education, E) Applied Music, and F) Department of Art.

The department of music seeks to provide college work for the serious minded music student, and music courses on an elective basis for any student; to supply churches with dedicated men and women trained to serve God as church music directors; and to provide the necessary groundwork to equip students to pursue graduate work in music.

It is possible to arrange a course of study leading to teacher certification in music through cooperation with Central State College.

Accepting first the Bible standard as our norm of true education, instruction in the Art Department then proceeds to give sound technical training in the various phases of art and an appreciation of its aesthetic and cultural values. In so doing, it is the purpose of the department to lay an adequate foundation for graduate study and the practical application of art as a life profession.

An art exhibit of student work is presented annually for the inspection and pleasure of the student body and visitors to the campus. All art work produced by the students is considered the property of the school until after the exhibit.

Trips to regional art museums are planned and promoted by the Department once a semester.

### Minimum Music Major Requirements

Course Number	Bachelor of Arts Degree	Bachelor of Music Degree (Church Music)
Music Theory		
111-112	6 hours	6 hours
211-212	6 hours	6 hours
311, 312		4 hours
Music History		
132		4 hours
331, 332, 333, 334	8 hours	8 hours

Church Music		
150		2 hours
252		2 hours
351	3 hours	3 hours
352		2 hours
451		3 hours
Applied Music*		
Main Recital Area	8 hours	9 hours
Additional Applied	4 hours	15 hours
Music Electives		
As selected	5 hours	
Total	40 hours	64 hours

\*The Applied Music is to be selected in consultation with the Music Department. Each music major must exhibit adequate proficiency to sightread standard church hymns at the piano prior to graduation.

### Minimum Music Minor Requirements

Course Number	Bachelor of Arts Degree	Bachelor of Science Degree (for Christian Education Majors)
Music Theory		
111-112	6 hours	6 hours
Music History		
132		4 hours
331, 332, 333	6 hours	
Church Music		
150		2 hours
351		3 hours
252 or 352		2 hours
Applied Music*		
Lessons or Groups	4 hours	3 hours
Music Electives		
As selected	4 hours	
Total	20 hours	20 hours

\*The Applied Music is to be selected in consultation with the Music Department.

**Requirements for a Minor Art:**

Beginning and Advanced Drawing, 121-122	6 hours
Beginning and Advanced Painting, 221-222	6 hours
Design, 225, 226	4 hours
(or Design 225, 226, 2 hours, and Chalk Talk 223, 224, 2 hours)	
History of Art, 321-322	4 hours
Total .....	20 hours

**A. MUSIC THEORY****101 INTRODUCTION TO MUSIC\***

A general music course designed to widen the student's concepts and uses of music, including singing in parts and playing the flutophone. **Two hours credit**

**111-112 BEGINNING THEORY\***

**Prerequisite:** Music Theory 101 or a passing grade on the Musical Proficiency Test. The student must be able to play easy hymns on the piano.

A study of fundamental harmonies and tone relations used in musical composition, approached through analysis, ear training, and keyboard work. **Three credit hours each semester**

**211-212 ADVANCED THEORY\***

**Prerequisite:** Music Theory 111-112 and a sight-reading ability of standard church hymns on the piano.

An analysis of standard literature, and experimental writing in various forms. **Three credit hours each semester**

**311, 312 COUNTERPOINT\***

**Prerequisite:** Permission of instructor

A survey of the development of writing polyphonic music from the two-part forms of sixteenth century ecclesiastical composers to an eighteenth century four-voice fugue in the style of Bach. **Two credit hours each semester**

**ARRANGING** (See Church Music 451)

## **B. MUSIC HISTORY**

### **132 MUSIC APPRECIATION\***

**Prerequisite:** Music Theory 101 or a passing grade on the Musical Proficiency Test

An introductory course in learning how to enjoy musical literature through listening and the relationship of music with the other arts. Three lectures and one two-hour listening lab per week.

**Four credit hours**

### **331 BAROQUE MUSIC\***

**Prerequisite:** Permission of the instructor

A specialized study in the music of the Baroque period, terminating with the literature of Bach and Handel.

**Two credit hours**

### **332 CLASSICAL MUSIC\***

**Prerequisite:** Music Theory 111-112, or Music History 132

A specialized study in the music of the Classical period, centering around the literature of Haydn and Mozart.

**Two credit hours**

### **333 ROMANTIC MUSIC\***

**Prerequisite:** Music History 332

A specialized study in the music of the Romantic period from Beethoven to impressionism.

**Two credit hours**

### **334 MODERN MUSIC\***

**Prerequisite:** Music History 333

A specialized study of the serious concert literature of the 20th Century.

**Two credit hours**

## **C. CHURCH MUSIC**

### **150 SONG LEADING\***

**Prerequisite:** Music Theory 101 or a passing grade on the Musical Proficiency Test

An elementary course in the mechanics of conducting hymns, and a study of the duties of a song leader in organ-

izing a service. This course is recommended for all future pastors and church workers. **Two credit hours**

**252 HYMNOLOGY\*\*** ('63-'64)

A study of the origin and development of protestant church music, and an evaluation of its present use.

**Two credit hours**

**351 SEMINAR IN CONDUCTING\***

**Prerequisite:** Music Theory 111-112, and permission of music department

A study of the role of a conductor, and the refinement of conducting technique through actual experience with vocal and instrumental groups. Must be a member of Applied Music 381 or 397 concurrent with course.

**Three credit hours**

**352 ORGANIZATION AND ADMINISTRATION OF CHURCH MUSIC\***

A study of the problems and practices of church music directors, and the organization of church music activities. Recommended for all future pastors and church workers.

**Two credit hours**

**451 ARRANGING\***

**Prerequisite:** Music Theory 111-112 and 211-212

A development of skills in the area of instrumental and vocal arranging with emphasis on arranging for church instrumental and vocal ensembles.

**Three credit hours**

**D. APPLIED MUSIC**

Credit in applied music study is based on three to five hours of practice and one lesson per week for one hour of credit. All music majors must give an applied music recital during the senior year.

**Eligibility for Applied Music Lessons**

1. Original registration is by satisfactorily passing an entrance audition.

2. Continued registration is based upon satisfactory progress, and is judged each semester by the music faculty at the time of applied music semester exams.
3. No student on academic probation may register for applied music lessons.
4. A freshman must be enrolled in some additional music course or performing music group to be eligible for lessons.
5. A student must be carrying at least 10 credit hours in addition to music lessons or pay a \$35 registration fee per semester hour of lessons.

### **Private Instruction**

<b>281, 282 ORGAN*</b>	<b>One credit hour each semester</b>
<b>283, 284 PIANO*</b>	<b>One credit hour each semester</b>
<b>285, 286 VOICE*</b>	<b>One credit hour each semester</b>
<b>287, 288 BRASS*</b>	<b>One credit hour each semester</b>
<b>291, 292 WOODWIND*</b>	<b>One credit hour each semester</b>
<b>293, 294 STRING*</b>	<b>One credit hour each semester</b>
<b>295, 296 PERCUSSION*</b>	<b>One credit hour each semester</b>

### **Ensembles**

<b>181, 182 CHAPEL CHOIR*</b>	<b>One-half credit hour each semester</b>
<b>381, 382 COLLEGE CHOIR*</b>	
<b>383, 384 CHORALAIRES*</b>	<b>One-half credit hour each semester</b>
<b>385, 386 VOCAL ENSEMBLE*</b>	<b>One-half credit hour each semester</b>

**387, 388 BRASS ENSEMBLE\***

**One-half credit hour each semester**

**391, 392 WOODWIND ENSEMBLE\***

**One-half credit hour each semester**

**393, 394 STRING ENSEMBLE\***

**One-half credit hour each semester**

**397, 398 CONCERT BAND\***

**One-half credit hour each semester**

**F. DEPARTMENT OF ART**

**121 BEGINNING DRAWING**

The elemental forms of nature and still-life are studied and executed in pencil, charcoal, crayon, and ink.

**Three credit hours**

**122 ADVANCED DRAWING**

**Prerequisite:** Beginning Drawing except by permission of the instructor.

The course pursues particularly the study of the draped figure in the various drawing media.

**Three credit hours**

**221 BEGINNING PAINTING**

**Prerequisite:** Beginning and Advanced Drawing except by permission of the instructor.

The student is introduced to the study of still-life and landscape. Pastel, watercolor, casein, and oils are the media employed.

**Three credit hours**

**222 ADVANCED PAINTING**

**Prerequisite:** Beginning Painting.

The course includes landscape study and portrait painting using living models. All the painting media are used.

**Three credit hours**

## **224 CHALK TALK**

**Prerequisite:** Beginning Drawing except by permission of the instructor.

The study of chalk talk enables ministers, missionaries, and Christian workers to present the gospel message in a manner that appeals to all ages. Special attention is given to the preparation of written talks based on the Bible and correlated with rapid color sketches produced upon an easel.

**Two credit hours**

## **225, 226 DESIGN**

**Prerequisite:** Beginning Drawing except by permission of the instructor.

The course offers studio research into the underlying principles of design. Formal and abstract arrangements are produced with special attention given to line, form, value, and color.

**Two credit hours each semester**

## **321-322 ART HISTORY AND APPRECIATION**

Special emphasis is given to the study of art in history from ancient to modern times. Slides and films are used to illustrate classroom lectures and to develop appreciation of the facts and philosophy of art in their relation to history.

**Two credit hours each semester**

## **421, 422 APPLIED ART**

**('63-'64)**

**Prerequisite:** Beginning and Advanced Drawing and Painting.

The purpose of this course is to give instruction to students who want to pursue special duty in graphic art and layout, cartooning, lettering, sign-painting, ink illustration, and art problems.

**Three credit hours each semester**



## **Division of Science**

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The division of Science is comprised of A) Biology, B) Chemistry, C) Physics, and D) Mathematics.

This division aims to acquaint the student with the field and to give him tools of science and mathematics that help to make him proficient in clear and orderly thinking, as well as to cause him to appreciate the facts of the physical and natural sciences. Without these facts it is impossible for a person to enjoy a complete Christian view of the world in which we live.

### **Requirements for a Minor in Biology:**

Science (18 semester hours) all from Biology.

### **Requirements for a Minor in General Science:**

Science (18 semester hours) taken in two of the departments of Biology, Chemistry, Mathematics and Physics.

### **Requirements for a Minor in Chemistry:**

Science (18 semester hours) all from Chemistry.

### **Requirements for a Minor in Mathematics:**

Science (16 semester hours) all from Mathematics.

### **Requirements for a Major in Biology:**

Science (46 semester hours) including 36 hours of Biology; and Chemistry 131-132.

### **Requirements for a Major in General Science:**

Science (50 semester hours).

### **Requirements for a Major in Physical Science:**

Science (50 semester hours) including Chemistry, Mathematics and Physics.

### **Requirements for a Major in Chemistry:**

Science (54-60 semester hours) including Chemistry 131-132, 231-232, 331-332, 431-432;

Physics 241-242; Mathematics 161, 162 (or equiv.), 261-262.  
Language and Literature (28 semester hours) including  
German 181-182, 281-282.

## **A. BIOLOGY**

### **110 PRINCIPLES OF BIOLOGY\***

A presentation and development of biological principles common to both animal and plant kingdoms. This course is designed to meet a general education need. It is prerequisite to all other courses in biology. **Four credit hours**

### **211-212 GENERAL BOTANY\***

**Prerequisite:** Biology 110

A study of the principles of plant organization and function, including plant ecology, Field trips and a study of local flora are included in the second semester.

Three lectures, one lab per week.

**Four credit hours each semester**

### **213-214 GENERAL ZOOLOGY\***

**Prerequisite:** Biology 110

A survey of general zoological principles and the phyla, main classes, and some orders. The first semester deals with non-chordates, the second with the chordates. The laboratory study includes representative organisms of the principle phyla and classes.

Three lectures, one lab per week.

**Four credit hours each semester**

### **311-312 HUMAN ANATOMY AND PHYSIOLOGY\*\***

**('62-'63)**

**Prerequisite:** Biology 214

A study of the structure and functions of the organ systems of the human body. **Three credit hours each semester**

**313 COMPARATIVE ANATOMY OF THE VERTEBRATES\*\***  
( '62-'63)

**Prerequisite:** Biology 214

A study of the structure of the several vertebrate classes. Laboratory work emphasizes the dissection of the dogfish, *Necturus*, and either the cat or fetal pig.

Two lectures, two labs per week. **Four credit hours**

**314 COMPARATIVE EMBRYOLOGY OF THE  
VERTEBRATES\*\*** ( '62-'63)

**Prerequisite:** Biology 214

A comparative study of descriptive embryology of vertebrate classes including the modern theories of development. Laboratory work emphasizes developmental stages of frog, chick and pig.

Two lectures, two labs per week. **Four credit hours**

**315 ENTOMOLOGY\*\*** ( '63-'64)

**Prerequisite:** Biology 214

An examination of the characteristics of orders and some families of class insecta. Behavior patterns, identification, economic and hygienic importance of insects are studied. Students make their own collections of specimens.

Three lectures, lab. by arrangement. **Four credit hours**

**317 GENETICS\*\*** ( '63-'64)

**Prerequisite:** Biology 212 or 214

The interpretation of the basic principles of heredity and their application to human and agricultural situations. Evolution and eugenics are studied. **Three credit hours**

**318 BACTERIOLOGY\*\*** ( '62-'63)

**Prerequisite:** Biology 212, 214 or Chemistry 132

A study of plant micro-organisms and their relation to man's economy and hygiene. Basic laboratory techniques are stressed.

Two lectures, two labs per week. **Four credit hours**

### **319 SURVEY OF THE PLANT KINGDOM\*\***

**Prerequisite:** Biology 211-212

A study of the morphology and life cycles of representatives of the various divisions of the plant kingdom beginning with the algae and fungi and proceeding upwards through the various levels of complexity until the flowering plants are reached. Some attention is given to the basis of classification of plants.

Three lectures and one 2 hour lab per week.

**Four credit hours**

### **320 TAXONOMY OF SEED PLANTS\*\***

**Prerequisite:** Biology 211-212

The study deals exclusively with the classification of the flowering plants. Some time is spent on the history of classification and the various systems by which the seed plants have been catalogued. A collection from the local flora will be made by each student.

Three lectures and one 2 hour lab per week. **Four credit hours**

## **B. CHEMISTRY**

### **131-132 GENERAL CHEMISTRY\***

A study of the fundamental facts and principles of chemistry. The second semester laboratory is qualitative analysis. Three lectures, two labs per week.

**Five credit hours each semester**

### **231-232 QUANTITATIVE ANALYSIS\*\* ('61-'62)**

**Prerequisite:** Chemistry 131-132

A study of the theory, technique and calculations involved in gravimetric and volumetric quantitative analysis.

Two lectures, two labs per week.

**Four credit hours each semester**

### **331-332 ORGANIC CHEMISTRY\*\* ('62-'63)**

**Prerequisite:** Chemistry 131-132

A detailed study of the general principles. Aliphatics, aro-

matics, natural products, etc. Emphasis is placed on mechanisms.

Three lectures, one lab per week.

**Four credit hours each semester**

#### **431-432 PHYSICAL CHEMISTRY\*\***

**('61-'62)**

**Prerequisite:** Chemistry 131-132, 231-232; Physics 241-242; Mathematics 261-262

Gas laws, thermodynamics, equilibrium phenomena, kinetic theory, and other standard topics.

Three lectures, one lab per week.

**Four credit hours each semester**

### **C. PHYSICAL SCIENCE**

#### **141 PHYSICAL SCIENCE SURVEY**

A survey of astronomy, geology, chemistry, and physics in which basic concepts are emphasized from a non-mathematical point of view. The course is designed especially for the general education program or otherwise for those who are majoring in fields other than the natural sciences.

Two hour lab on alternate weeks.

**Four credit hours**

#### **241-242 GENERAL PHYSICS\*\***

**('62-'63)**

**Prerequisite:** Mathematics 161-162 or equivalent

A study of mechanics, heat, sound, light, electricity, magnetism, and atomic physics.

Four lectures, one lab per week.

**Five credit hours each semester**

#### **347 DESCRIPTIVE ASTRONOMY\*\***

**('62-'63)**

An introductory non-technical course designed to give a general knowledge of the subject, with emphasis upon God's Creation of the material universe.

Two lectures per week, with some opportunities for field observations.

**Two credit hours**

### **348 INTRODUCTION TO PHYSICAL GEOLOGY\*\* ('62-'63)**

An introductory study of the structural features of the earth's crust and the materials from which it was formed.

**Two credit hours**

### **D. MATHEMATICS**

#### **160 PRINCIPLES OF MATHEMATICS\***

A course designed to develop fundamental skills, and an appreciation for the application of mathematical concepts to our everyday life.

**Three credit hours**

#### **161 COLLEGE ALGEBRA\***

The solution of quadratics, mathematical induction, binomial theorem, theory of equations, determinants, and other selected topics.

**Three credit hours**

#### **162 PLANE TRIGONOMETRY\***

The use of trigonometric functions, together with derived identities, the solution of the triangle, operations with complex numbers.

**Three credit hours**

#### **261-262 ANALYTIC GEOMETRY AND CALCULUS\*\* ('62-'63)**

The use of basic concepts in analytic geometry, followed by differential and integral calculus. Solid analytic geometry, partial differentiation and multiple integrals are included.

**Five credit hours each semester**

#### **360 ELEMENTARY STATISTICAL ANALYSIS†**

This course is required of students who are planning to teach mathematics at the secondary level. It could be taken probably by all prospective teachers and by those majoring in the behavioral sciences. Such matters as frequency distributions, graphical representations, measures of central tendency, variability and coefficients of correlation will be treated.

**Three credit hours**

## **Division of Social Science**

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The division of Social Science is comprised of A) History, B) Sociology, C) Geography, D) Political Science, E) Library Science.

This division seeks to present to the student the origin and development of ideas and institutions; to aid the student in gaining a better perspective of the facts of history, the functions of government, the complexities of economics and the nature of society; to acquaint the student with a practical appreciation of the methods and tools of original research projects; to provide the student with an opportunity to formulate and express the results of investigation and study; and finally, to lead the student to see the plan of God through the centuries by pointing out and emphasizing the harmony which exists between the facts of secular knowledge and the truths of the Bible.

The Library Science Department aims to provide the basic information and training necessary to familiarize students with library services and resources, and to encourage the development of library skills which, when applied, will aid students in other academic studies and in their preparation for graduate work. The department also expects to increase the proficiency of students currently engaged in, or expecting to seek positions in library situations.

### **Requirements for a Major in History:**

History (27 semester hours) including History 101, 102, 201, 202, 410; Political Science 261, 264; and three hours in economics or sociology. (Total hours for History Major, 36).

### **Requirements for a Minor in History:**

Social Science (15 semester hours) including History 101, 102, 201, 202.

### **Requirements for a Major in Social Studies:**

Social Science (40 semester hours) including History 101, 102, 201, 202; Sociology 231; Geography 251; Political Science

261, 264; Economics 281-282; and ten hours of selected courses in any one of the above named subject fields.

NOTE: A person majoring in social studies cannot minor in history.

**Requirements for a Major in Sociology:**

27 semester hours of Sociology including 231, 232.

**Requirements for a Minor in Sociology:**

15 semester hours of Sociology including 231, 332.

**Requirements for a Minor in Library Science:**

Library Science (16 semester hours) including Library Science 221, 222, 323, and 324. Students interested in school librarianship should elect 425.

**A. HISTORY**

**101, 102 UNITED STATES HISTORY\***

A survey study of the political, religious, social, economic, and moral factors involved in the development of the United States from the colonial period to the present. The colonial period to 1865 is emphasized the first semester; from 1865 to the present, in the second. **Three credit hours each semester**

**201, 202 HISTORY OF WESTERN CIVILIZATION\*\***

**('61-'62)**

A survey history of Western Civilization from the decline of Rome to the present. In the first semester, emphasis is upon the origin and development of the political, economic, social, religious, and intellectual forces that have created the institutions and modern states of Europe. In the second semester, emphasis is upon the development of revolutionary doctrines during the eighteenth and nineteenth centuries; the role European civilization played in the establishment of the United States, Canada, and the Latin American countries; the background of the modern world wars and their aftermath.

**Three credit hours each semester**



**210 HISTORY OF ANCIENT NEAR EAST AND GREECE\*\*\***  
**('63-'64)**

A study of the rise, development, and decline of civilization in the Mesopotamian, Nile, and Aegean areas. Particular attention will be directed toward the development of Hellenic and Hellenistic cultures and their contributions to Western Civilization.

**Three credit hours**

**300 HISTORY OF RECENT AND CONTEMPORARY EUROPE\*\***  
**('62-'63)**

A thorough study of Europe from 1900 to the present. Emphasis is upon the alliance system; World War I; post-war political and economic problems, the rise of dictatorship; and World War II and its aftermath.

**Three credit hours**

**303, 304 HISTORY OF ENGLAND\*\*\***  
**('62-'63)**

A survey study of Great Britain from 55 B.C. to the present. Emphasis is upon the political, social, economic, cultural and institutional development of the English people. Particular attention is focused upon the relationships between England and the United States.

**Three credit hours each semester**

**305, 306 HISTORY OF RUSSIA\*\*\***  
**('61-'62)**

A survey study of the major developments in ancient, modern, and contemporary Russia. After a brief review of Russian history to the time of Peter the Great, emphasis is upon the Russian background of communist ideas, organization and practices.

**Three credit hours each semester**

**307, 308 HISTORY OF LATIN AMERICA\*\*\***  
**('63-'64)**

A survey study of the Latin American Republics. Emphasis is upon their political, religious, social and cultural development as well as their relations with the United States and other nations of the world.

**Three credit hours each semester**

**400 HISTORY OF THE SOUTH\*\*\***  
**('62-'63)**

A study of the South from 1820 to the present. Special at-

tention is focused on the problem of slavery, sectional controversy, southern nationality, the Civil War, reconstruction, restoration of home rule, general and economic development.

**Three hours credit**

**401, 402 HISTORY OF RECENT AND CONTEMPORARY  
AMERICA\*\* ('62-'63)**

An intensive study of the domestic and foreign policies of the United States in the twentieth century. Particular emphasis is upon the emergence of the nation as a world power, the progressive movement, World War I, the prosperity decade, the great depression, the New Deal, World War II, and post war problems.

**Three credit hours each semester**

**412 HISTORY SEMINAR\***

A study of sources, and methods of historical research. Each student will prepare a formal monograph. Required of majors.

**Three credit hours**

**B. SOCIOLOGY**

**231, 232 PRINCIPLES OF SOCIOLOGY\***

An introduction to the concepts of sociology. The structure and processes of social life are studied.

**Three credit hours each semester**

**331 MARRIAGE AND THE FAMILY\*\* ('62-'63)**

**Prerequisite: Sociology 231**

A study of the scientific knowledge which exists about mate selections, the courtship process, and the adjustment problems of marriage.

**Three credit hours**

**332 HISTORY OF SOCIOLOGICAL THOUGHT ('62-'63)**

A survey of the development of sociology from 1800 to the present.

**Three credit hours**

**333 SOCIAL STRATIFICATION ('62-'63)**

A study of the class structure and its implications for American society.

**Three credit hours**

**334 SOCIAL ORGANIZATION** ('63-'64)

An intensive study of the major institutions in our present society. **Three credit hours**

**430 CRIMINOLOGY\*\*** ('62-'63)

**Prerequisite: Sociology 231**

A study of the nature and causes of crime with emphasis upon methods of prevention and treatment. **Three credit hours**

**431 INTRODUCTION TO SOCIAL WORK\*\*** ('63-'64)

**Prerequisite: Sociology 231**

A survey study of the nature and function of social work as related to individuals, groups, and communities. **Three credit hours**

**432 SOCIAL CASEWORK\*\*** ('63-'64)

**Prerequisite: Sociology 431**

An introduction to the general principles and methods of social casework used by social workers in various types of agencies and organizations. **Three credit hours**

**440 PROBLEMS IN SOCIOLOGY\***

**Prerequisite: Six hours of Sociology including 231**

Extensive research on various sociological problems.

**One to four credit hours**

**441 SOCIAL PSYCHOLOGY** ('63-'64)

An examination of the processes of socialization and of personality formation. **Three credit hours**

**C. GEOGRAPHY**

**251 PRINCIPALS OF GEOGRAPHY** ('63-'64)

The major elements of the natural environment are studied with particular reference to their effect upon man and his activities. **Three credit hours**

## **252 WORLD GEOGRAPHY\***

A survey of various areas of the world with an emphasis upon the cultural, economic, and political developments in relation to the geographical conditions. **Three credit hours**

## **D. POLITICAL SCIENCE**

### **261 AMERICAN NATIONAL GOVERNMENT\***

An introductory study of constitutional principles and the three branches of the national government. **Three credit hours**

### **262 PROBLEMS IN AMERICAN NATIONAL GOVERNMENT†**

A study of some of the major problems facing the national government in such areas as foreign relations, defense, finance, agriculture, labor and business. **Three credit hours**

### **264 AMERICAN STATE AND LOCAL GOVERNMENT\***

The organization and function of states and their political subdivisions form the basis of study in this course.

**Three credit hours**

### **360 COMPARATIVE EUROPEAN GOVERNMENT†**

An examination and comparison of the major European governments, such as England, France, and Russia, to that of America. **Three credit hours**

## **E. LIBRARY SCIENCE**

### **221 INTRODUCTION TO REFERENCE MATERIALS\* ('63-'64)**

Basic course which includes a brief discussion of the philosophy of reference service, an introduction to the Dewey Decimal and Library of Congress classification schemes, the card catalog, investigation of specific reference books, and experience in compiling an annotated bibliography. **Two credit hours**

## **222 SELECTION AND USE OF LIBRARY MATERIALS\***

**('63-'64)**

The procedure and problems involved in the selection of educational media are discussed and selection aids are examined and used by the student to prepare bibliographies and problem-type projects.

**Three credit hours**

## **323 CATALOGING AND CLASSIFICATION\***

**('62-'63)**

Introductory course in the techniques of classifying and cataloging library materials. Includes laboratory practice which gives the student experience in preparing book and nonbook materials for library use.

**Three credit hours**

## **324 ORGANIZATION AND ADMINISTRATION OF LIBRARIES\***

**('62-'63)**

A general course surveying the structural organization and the administrative functions in public school, college and university, and special research libraries.

**Three credit hours**

## **425 LIBRARY MATERIALS FOR CHILDREN AND ADOLESCENTS**

**('63-'64)**

Modern library services for children and young people, including books, periodicals, films, and records, are studied and evaluated.

**Three credit hours**

## **426 LIBRARY PRACTICE WORK\*\***

**('63-'64)**

**Prerequisites:** SS221, 222, 323, and 324.

Supervised practice activities in a library approved by the instructor. Students must make application to take this course at least one semester before registration.

**Credit arranged**

## **428 THE LIBRARY IN THE CHURCH†**

††

A course designed to aid the church secretary, Christian education director, or pastor in the organization and administration of the church library.

**Two credit hours**

## **Division of Business Administration**

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The division of Business Administration is comprised of A) Accounting, B) General Business, C) Secretarial Science, and D) Business Education.

The division of Business Administration intends to prepare students for activity in business, church financial leadership, and service. The curriculum is designed to give the prospective business student a professional training in a Christian atmosphere.

### **Requirements for a Major in Accounting:**

Business Administration (54 semester hours) including Business Administration 181\*\*\*, 182\*\*\*, 183-184, 281-282, 283, 284, 381, 382, 383, 384, 385, 386, 481, 482, 483-484.

### **Requirements for a Major in General Business:**

Business Administration (42 semester hours) including Business Administration 181\*\*\*, 182\*\*\*, 183-184, 281-282, 381, 382, 383, 384, 481, 482, 483-484.

### **Requirements for a Major in Secretarial Science:**

Business Administration (48 semester hours) including Business Administration 181\*\*\*, 182\*\*\*, 183-184, 191\*\*\*, 192\*\*\*, 193-194\*\*\*, 281-282, 291, 293-294, 382, 392.

### **Requirements for a Major in Business Education:**

Business Administration (54 semester hours) including Business Administration 181\*\*\*, 182\*\*\*, 183-184, 191\*\*\*, 192\*\*\*, 193-194\*\*\*, 281-282, 291, 293-294, 381, 382, 392, 483. Each student must choose a minor from one more teaching field (15 semester hours), preferably sociology.

### **Additional Requirements:**

Accounting Majors—Science 161.

General Business Majors—Science 160 or 161.

### **Requirements for a Minor in Accounting, General Business, or Secretarial Science:**

Business Administration (15 semester hours) including Business Administration 181.

\*\*\*May be waived by proficiency examination.

## **A. ACCOUNTING**

### **183-184 PRINCIPLES OF ACCOUNTING\***

An introduction to accounting. Statements, accounts, journals, adjusting and closing entries, the worksheet, the voucher system, payroll accounting, accounting for proprietorship, partnership, and corporation are treated.

**Three credit hours each semester**

### **283 INTERMEDIATE ACCOUNTING\***

Review of fundamentals. Accounting for cash, receivables, inventories, fixed assets, intangibles, investments, liabilities, net worth, and sales.

**Three credit hours**

### **284 ADVANCED ACCOUNTING\***

A study of consolidated financial statements, foreign exchange, insurance, estates and trusts, branch accounting, and problems.

**Three credit hours**

### **385 COST ACCOUNTING\*\***

**('63-'64)**

Principles of industrial and distribution cost accounting; job order and process cost systems; standard costs.

**Three credit hours**

### **386 AUDITING\*\***

**('63-'64)**

Purpose and advantages of the different types of audits; duties and responsibilities of an auditor; audit practice, procedure and reports.

**Three credit hours**

### **485 FEDERAL INCOME TAXES\*\***

**('62-'63)**

**Prerequisite:** Advanced Accounting 284 or consent of instructor.

Proper preparation of Federal Income tax returns for individuals, partnerships, and corporations. Ability to do research in this area will be stressed.

**Three credit hours**

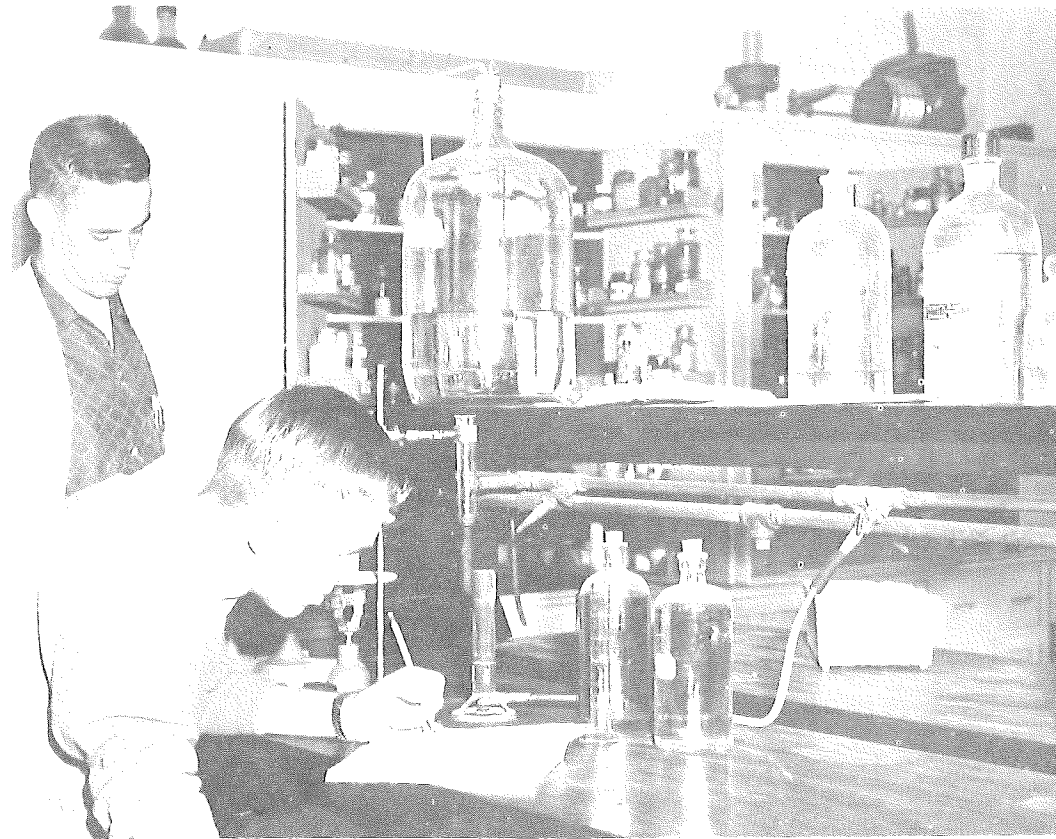
### **486 C. P. A. PROBLEMS\*\*\***

**('62-'63)**

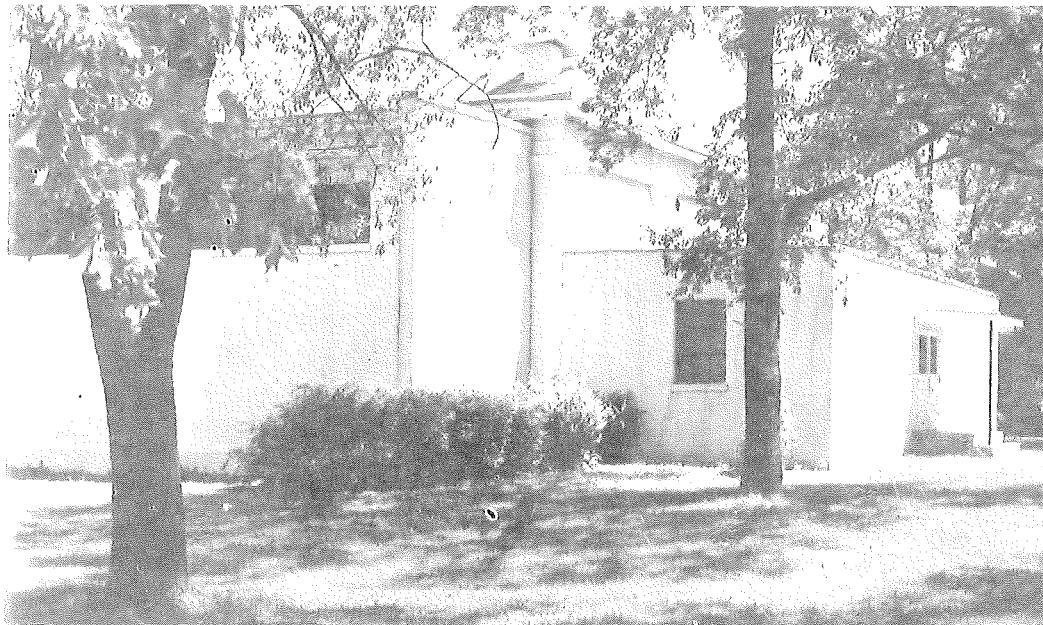
**Prerequisite:** Advanced Accounting 284

Preparation for the Certified Public Accountant examination; selected problems from C. P. A. examinations.

**Three credit hours**

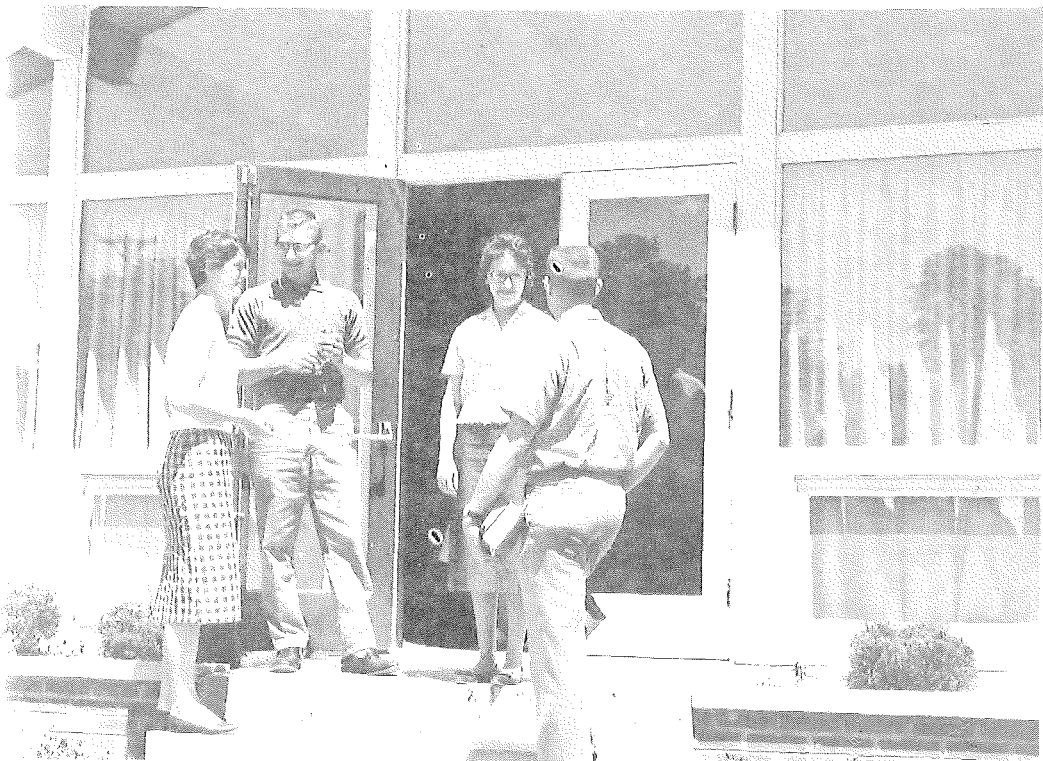






#### Alford Memorial Gymnasium

This structure, erected in 1853, was presented to the college by Mr. W. J. Alford in memory of his father and mother. It is the oldest building on the campus, having served originally as the assembly hall of the Reformed Presbyterian Church of Cedarville. When the latter's congregation moved into their new building, the old church was remodeled, enlarged, and converted into a gymnasium by the laying of a basketball floor and the provision of wide tiers of bleacher space on each side.





Milner Chapel



**384 PRINCIPLES OF ORGANIZATION AND  
MANAGEMENT\*\***

**('61-'62)**

An examination of the policies, principles, practices, and problems involved in the management and organization of business concerns.

**Three credit hours**

**387 CHURCH FINANCE\***

A study of church accounting systems, internal financial control, budgeting, current and long-term financing coupled with the Biblical background of Stewardship. All Christian workers should take this course.

**Two credit hours**

**389 PERSONNEL ADMINISTRATION\*\***

**('63-'64)**

A study of employment methods, health and safety, training, methods of payment, employee participation in control. Emphasis is placed on the development of techniques for the efficient utilization of human resources, and the ability to get along with fellow employees is stressed.

**Three credit hours**

**391 SALES MANAGEMENT\*\***

**('63-'64)**

Techniques, principles and practices in personal selling, and a discussion of the principles of organization, supervision, and control of the selling function.

**Three credit hours**

**481 MONEY AND BANKING\*\***

**('62-'63)**

**Prerequisite—Economics 281-282**

A study of the principles of money, credit, and banking, and the operation of the banking system.

**Three credit hours**

**482 BUSINESS FINANCE\*\***

**('62-'63)**

A survey of the financial aspects of the private, profit-seeking corporation. Consideration is given to the problems of promotion, normal operation, and reorganization.

**Three credit hours**

**483-484 BUSINESS LAW\*\***

**('62-'63)**

A study of contracts, sales, bailments, negotiable instru-

ments, agency, employer-employee relationships, partnerships, corporations, insurance, and property.

**Three credit hours**

**488 OFFICE MANAGEMENT\*\***

**('62-'63)**

Fundamentals of office organization and management; utilization of office space and equipment; organization and administration of office procedures; selection, training, and supervision of office personnel.

**Three credit hours**

**489 PRINCIPLES OF ADVERTISING\*\***

**('62-'63)**

Principles and procedures in modern advertising including analysis of products, buyer attitudes, media, layout, and copy.

**Two credit hours**

**490 BUSINESS SEMINAR\***

Discussion of current business topics. Designed to prepare students for graduate work or for a job in business. Open to seniors only.

**One credit hour**

**C. SECRETARIAL SCIENCE**

**191 ELEMENTARY TYPEWRITING\***

Techniques and fundamental skills of typewriting.  
3 periods a week plus 2-hr. lab.

**Three credit hours**

**192 INTERMEDIATE TYPEWRITING\***

**Prerequisite: 191 or Proficiency Test**

Continuation of 191. Emphasis on development of speed and accuracy. Practice in typing letters, research papers, and reports. 3 periods a week plus 2-hr. lab.

**Three credit hours**

**193-194 BEGINNING SHORTHAND\***

Gregg method, with concentration on shorthand vocabulary, reading, and beginning dictation. 4 periods a week. (2 hours).

**Three credit hours each semester**

## **291 ADVANCED TYPEWRITING\***

**Prerequisite: 192 or Proficiency Test**

Production typing involving the construction and arrangement of business forms and legal papers. Primarily preparation for office work. 3 two-hour periods a week.

**Four credit hours**

## **293-294 DICTATION AND TRANSCRIPTION\***

**Prerequisite: Grade of C in 193 and 194 or Proficiency Test**

Dictation and transcription in Gregg shorthand, with emphasis on increasing speed and accuracy. 3 periods a week plus 2 hours lab.

**Four credit hours each semester**

## **392 SECRETARIAL PRACTICE\***

**('62-'63)**

Familiarizes student with traits and qualities that a successful secretary must possess. Filing, handling of mail, business communications, business etiquette, use of dictaphone, mimeograph; etc.; are studied.

**Three credit hours**

## **D. BUSINESS EDUCATION**

See Division of Education (page 44)

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## FINANCIAL SUPPORT

Cedarville College has no endowment or fixed source of income. The small tuition fees cover only a minor fraction of the cost of maintaining the school.

The school is supported on the one hand by individuals interested in furthering the American system of free enterprise with all of the freedom of private business that this entails, and on the other hand by the voluntary offerings of God's people who desire to have a share in the evangelization of the world and the edification of the saved through thoroughly training and sending forth pastors, teachers, missionaries and evangelists.

Those who believe in this important work are urged to remember Cedarville College daily in prayer and to send regular gifts to the school office. Receipts for gifts are promptly returned to all donors and accurate records kept of all monies received. Our Trustees and Treasurer are men of God who are faithful stewards of the Lord's provision.

For advice concerning legacies to Cedarville College, please write the President, Cedarville, Ohio.







